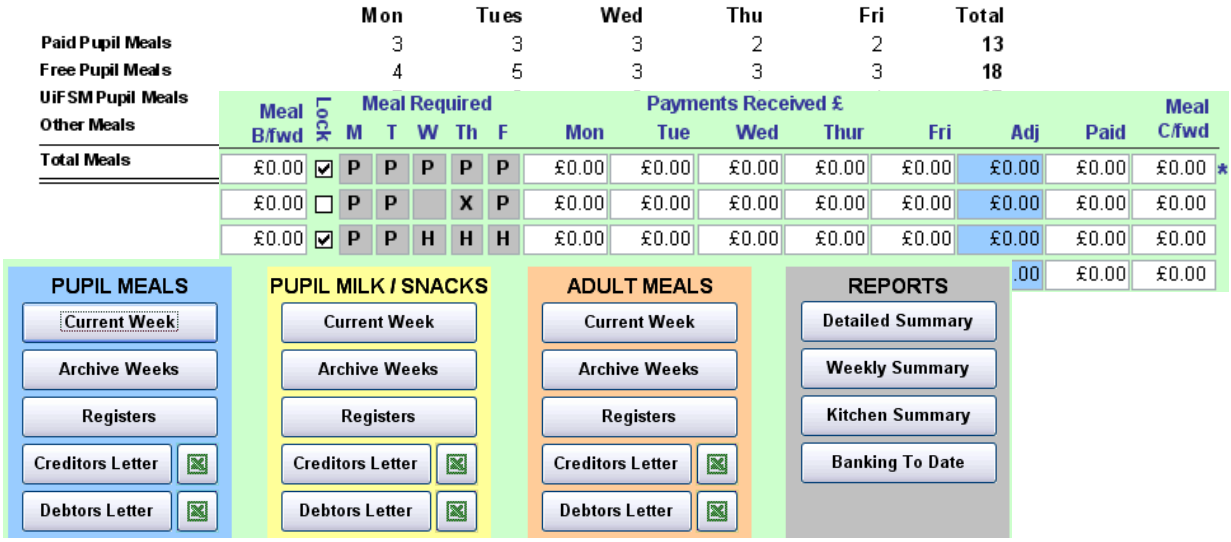
DINNER MONIES DATABASE USER GUIDE



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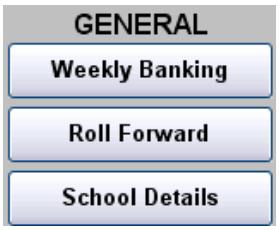
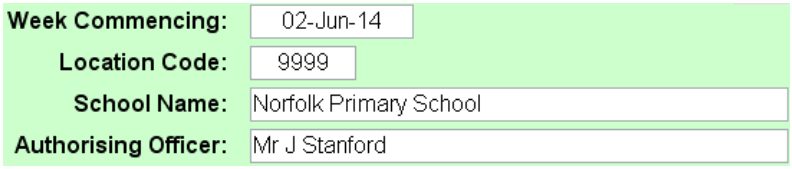
Section 1 – Database Set Up



Within the '**General**' section of the Main Menu, click the '**School Details**' button.

School Details



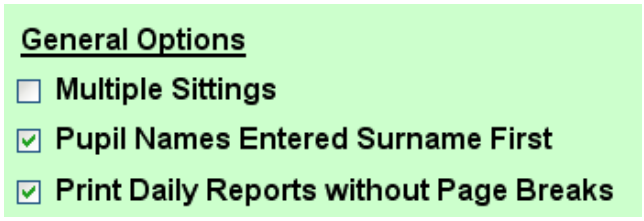
Week Commencing: Enter the date of the Monday that you wish to start using the Dinner Monies Database from. This should be the Monday of the week before you wish to start using the database if you are required to enter take on balances.

Location Code: Enter your 4 digit Norfolk County Council Location Code, including any preceding zeros e.g. 0120 or 2002. This is **not** your 926/XXXX DfE number.

School Name: Overtype Norfolk Primary School with the name of your school.

Authorising Officer: The authorising officer is the name of the person that you wish to appear at the bottom of the Creditors/Debtors letters. This would normally be the headteacher.

General Options

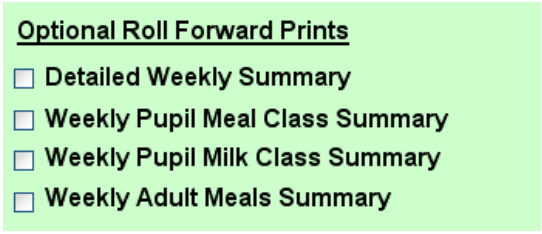


Multiple Sittings: Place a tick within this option, by clicking it, if your school has 2 or more lunch sittings. If this option is ticked the Weekly Summary and Kitchen Summary will provide numbers of meals required according to the sitting to which the class is assigned.

Pupil Names Entered Surname First: Place a tick within this option, by clicking it, if you are going to enter pupil and adult names have been entered surname first, i.e. “Smith John” rather than “John Smith”. If surnames have been entered first and this option is ticked then the names will be transposed when seen on Creditors / Debtors letter, i.e. ”Smith John” will be shown as “John Smith”.

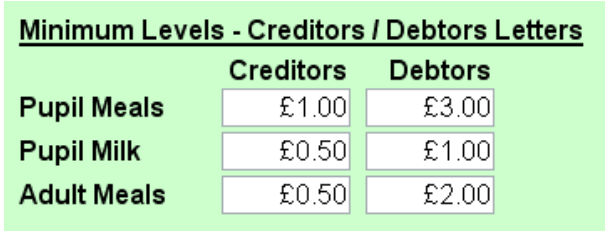
Print Daily Reports Without Page Breaks: All daily reports within the Dinner Monies Database will automatically print with a page break between each class unless this option is ticked (i.e. each class is shown on a separate sheet). If this option is ticked the page breaks will be removed, meaning the daily reports will be a continuous list of meals required.

Optional Roll Forward Prints


Optional Roll Forward Prints
Detailed Weekly Summary
Weekly Pupil Meal Class Summary
Weekly Pupil Milk Class Summary
Weekly Adult Meals Summary

Place a tick in each of the reports shown that you wish to print as part of your standard roll forward pack. Please see section 8 for details regarding each of these reports.

Minimum Creditors and Debtors Levels

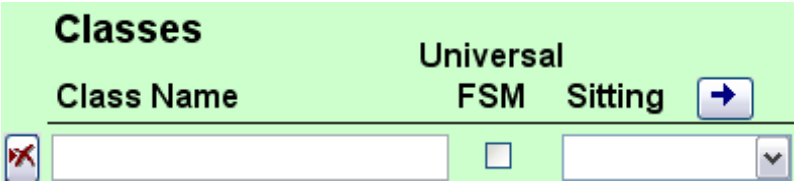


Within the Dinner Monies Database it is possible to produce Creditors and Debtors letters for each type of Meal / Milk registered. If your schools finance policy has a minimum level at which these letters should be produced enter it within this section. Letters will not be produced for any pupil / adult with a balance less than the levels set.

If letters are required for all balances leave each of these fields as £0.00.

Class Details

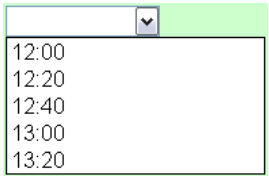
From the '**School Details**' screen click the '**Classes**' button.



Class Name: Enter the name of all classes required into the blank line at the bottom of the screen.

Universal FSM: Place a tick in this option, by clicking it, if the class is within Key Stage 1 and therefore entitled to "Universal Infant Free School Meals" (UiFSM).

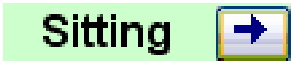
Sitting: If the "**Multiple Sittings**" option has been activated (see above) select the required sitting start time from the drop down list.

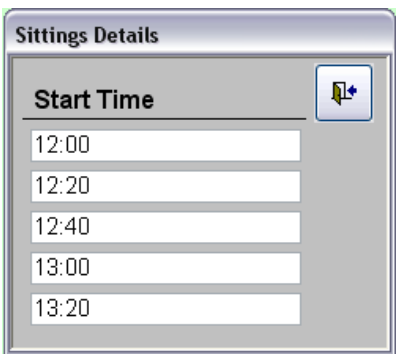


Sittings Details

If the "Multiple Sittings" option has been activated (see above) the pupil meal summaries will be produced summarised by the sitting start time. Up to 5 sittings can be created within the Dinner Monies Database.

From the '**Class Details**' screen click the '**Sittings Details**' button to view a list of the pre-installed sittings.





Overtype the pre-installed '**Start Time**' with the start times that your school wishes to use. Remove any start times that are not required by leaving the '**Start Time**' blank.

Meal Rates

From the '**School Details**' screen click the '**Meal Rates**' button.

For each meal rate required enter the following information:

Code: Enter the code by which you wish to identify the meal type. This is restricted to one character in length and must be either a letter (A-Z) or Number (0-9).

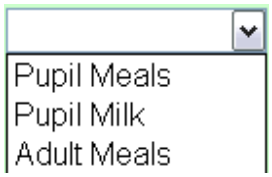
Description: Enter a more detailed description of the meal rate, for example 'Paid Pupil Meal'.

Cost: Enter the price of the meal regardless of whether the pupil / adult are required to pay for the meal. Unlike in previous versions of the Dinner Monies Database free meals no longer need to be a separate category as all meals rates can be used against all pupils / adults (unless you wish to separate out those meals for reporting purposes – such as duty meals within Adult Meals).

Meal Rates created without a cost within "Pupil Meals" should be those that the school has incurred no cost in providing, for example, if you wish to mark those pupils with Home Packed Lunches a rate of "H" can be created with no cost. These are reported separately on the Kitchen Summary (see Section 8).

Please see Section 2 for details regarding how the Dinner Monies Database determines whether a Pupil Meal should be charged.

User: Select the required User from the drop down list. When entering meals / milk into their respective screens only those with the relevant user will be allowed, i.e. within 'Adult Meals' only those created with 'Adult Meals' users can be entered.



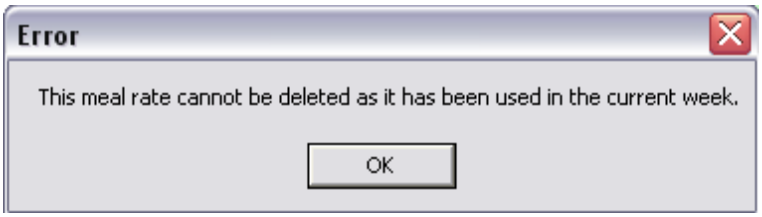
VAT: Place a tick in this field, by clicking it, if the meal rate created is VATable. This is **only** applicable to **Adult Meals**. For details regarding when to charge VAT for meals please refer to the helpsheet "Should I charge VAT for School Meals Flowchart" via the following link:
http://www.eficts.norfolk.gov.uk/Finance/DinnerMonies/default.asp.

Daily: Place a tick in this field, by clicking it, if the meal rate created is required to be shown within the 'Daily Reports'. A tick should not be entered if you do not wish to report the meal rate to the kitchen / MSAs, for example, you may not wish to report the pupils with Home Packed Lunches to the kitchen / MSAs.

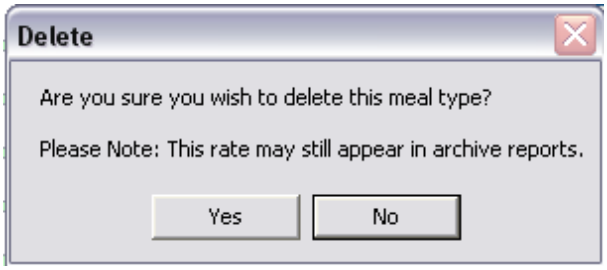
Deleting a Meal Rate

If you wish to delete a previously created meal rate click the '**Delete**' button next to the required rate.

A meal rate can only be deleted if it has not been registered against any pupils / adults during the current week:



If the meal rate has not been used within the current week the following message will appear:

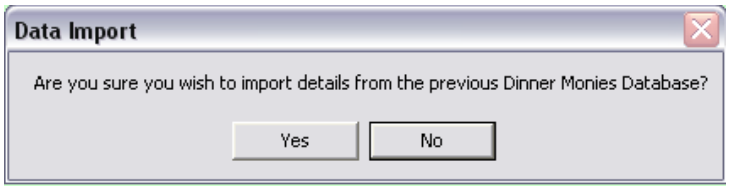


Click '**Yes**' to delete the code, or '**No**' to cancel.

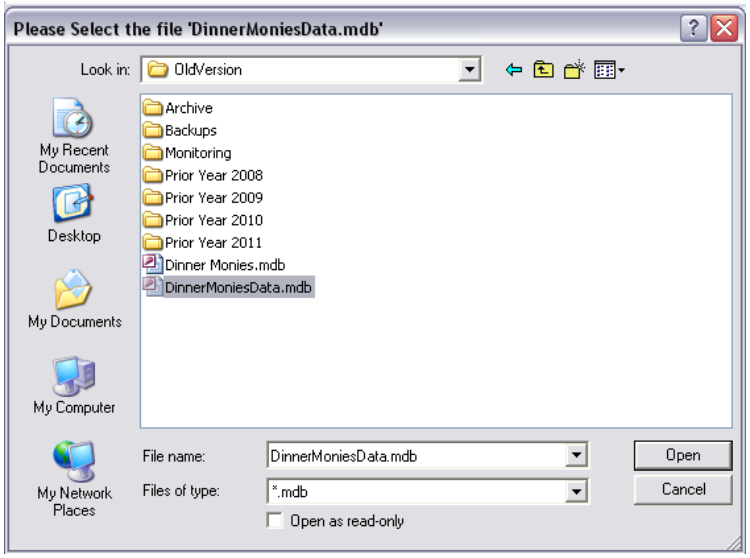
If the deleted meal rate had been used within a prior week it will still appear within the detailed summary, at the cost that was assigned to it during the week in question.

Import Details from Prior Dinner Monies Database

If you wish to import your pupil and adult names, **including** any brought forward balances, from the previous version of the Dinner Monies Database (Version 2011.4), click the '**Import Pupils DMD**' button within the '**School Details**' screen.



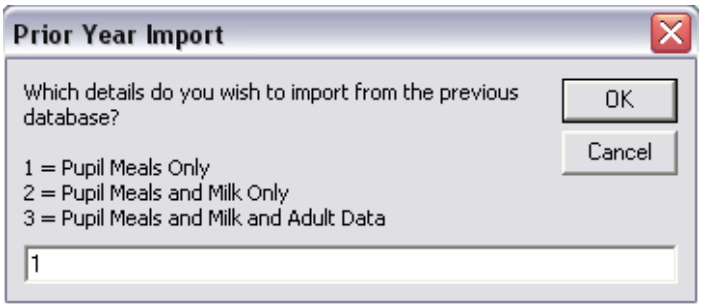
Click '**Yes**' to continue, or '**No**' to cancel.



If '**Yes**' is clicked you will need to browse in the location of the previous Dinner Monies datafile.

If the current Dinner Monies Database was installed to the same location as the previous one this should be located in a folder called "**OldVersion**".

Double click the '**DinnerMoniesData.mdb**' file, or highlight it with a single click, and then click '**Open**'.


Prior Year Import
Which details do you wish to import from the previous database?
1 = Pupil Meals Only
2 = Pupil Meals and Milk Only
3 = Pupil Meals and Milk and Adult Data
OK
Cancel
1

Enter the number that relates to the information you wish to import, and then click '**OK**'.

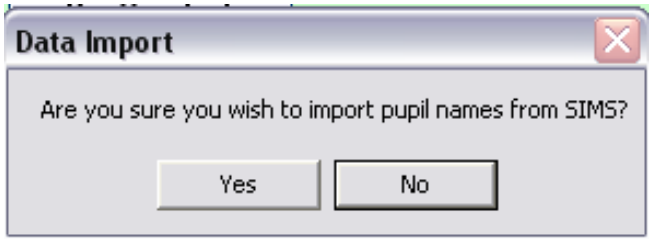
Data Updates

When importing pupil and adult names from the previous Dinner Monies Database any Bfwd amounts and dietary requirements will be imported along with the names.

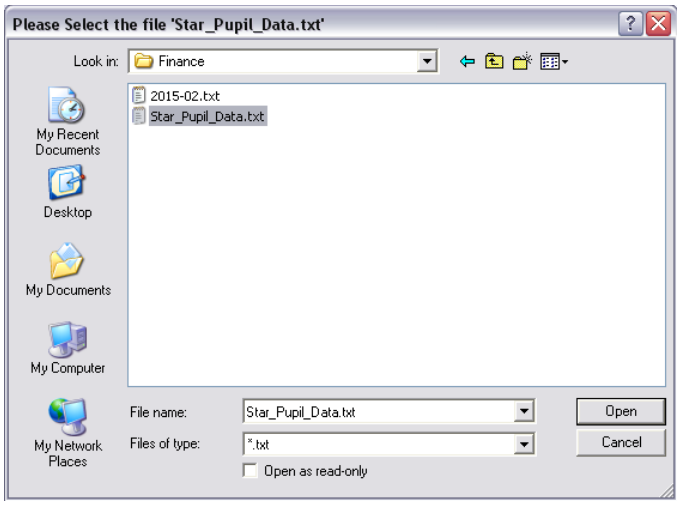
Within the Pupil Meals screen, and Pupil Milk screen if required, you will be required to enter the '**End Date**' for any pupil receiving Free School Meals. This is not pupils receiving Universal Infant Free School Meals (UiFSM). Please see Section 2 for details.

Import Pupil Names from SIMS

If you wish to import your schools pupil details from SIMS please output the "**Star_Pupil_Data**" report from SIMS, and then click the '**Import Pupils SIMS**' button within the '**School Details**' screen.



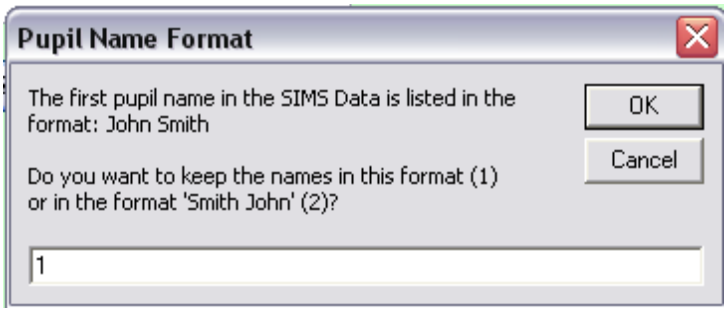
Click '**Yes**' to continue, or '**No**' to cancel.



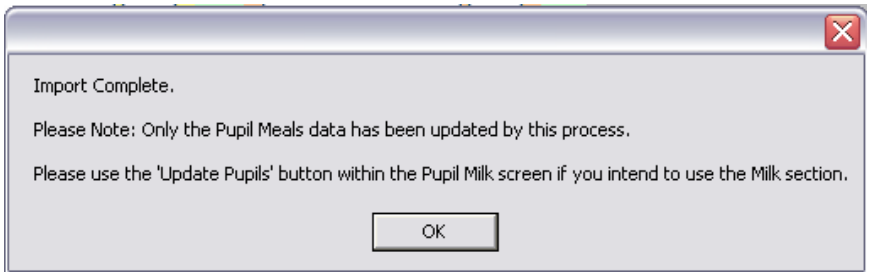
If '**Yes**' is clicked you will need to browse in the location of the file: '**Star_Pupil_Data.txt**'.

This should be within the 'Inbox\Finance\' folder located on your desktop.

Double click the '**Star_Pupil_Data.txt**' file, or highlight it with a single click, and then click '**Open**'.


Pupil Name Format
The first pupil name in the SIMS Data is listed in the format: John Smith
Do you want to keep the names in this format (1) or in the format 'Smith John' (2)?
1
OK
Cancel

Enter the number that relates to the format you wish to see your pupil names (surname or Christian name first), and then click '**OK**'.


Import Complete.
Please Note: Only the Pupil Meals data has been updated by this process.
Please use the 'Update Pupils' button within the Pupil Milk screen if you intend to use the Milk section.
OK

Click '**OK**'.

Data Updates

When importing pupil names from SIMS you will be required to enter the following information against pupils within the Pupil Meals screen, and Pupil Milk screen if required.

- Any dietary requirements the pupil has, e.g. vegetarian
- Any Brought Forward balance relating to school meals / milk. These should be entered into the Adjustments column (see Sections 2 and 3).
- The '**Free School Meal End Date**' for any pupil receiving Free School Meals. This is not pupils receiving Universal Infant Free School Meals (UiFSM). Please see Section 2 for details.

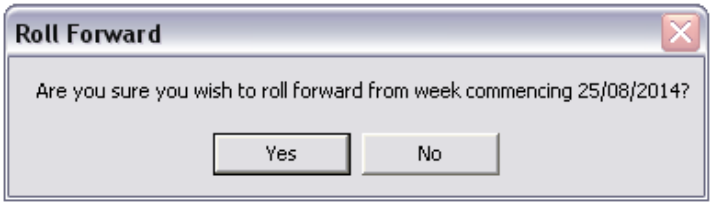
If your school also utilises the Pupil Milk / Snacks section of the Dinner Monies Database the above details should be entered into the Pupil Meals screen before the '**Update Pupils**' button is clicked to avoid entry duplication. Brought forward balances for Pupil Milk / Snacks may be required if they exist.

Any Adults that you wish to register meals for within the Dinner Monies database should also be created within the Adult Meals screen, including any take-on balances entered into the adjustment column.

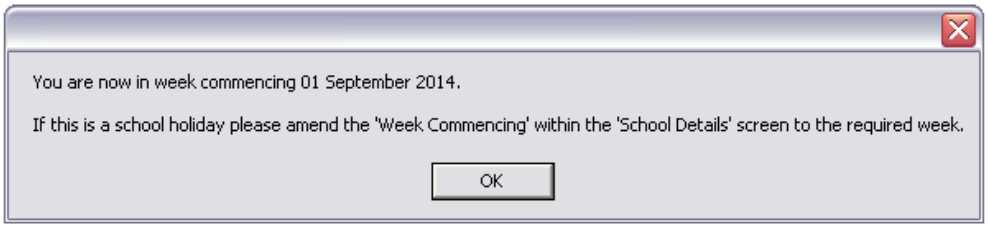
Take-On Balance Roll Forward

When using the Dinner Monies Database for the first time, without importing balances and names from the previous version of database, any take on balances should be entered into the week before you will start registering meals. For example, if the database is to be used for the first time in Week Commencing 01/09/2014 any take on balance should be entered into week commencing 25/08/2014.

Once any take-on balances have been entered a '**Roll Forward**' should take place to place the database in the correct week commencing. From the '**Main Menu**', click the '**Roll Forward**' button, which is located within the "**General**" section:



Click '**Yes**' to continue, or '**No**' to cancel.


You are now in week commencing 01 September 2014.
If this is a school holiday please amend the 'Week Commencing' within the 'School Details' screen to the required week.
OK

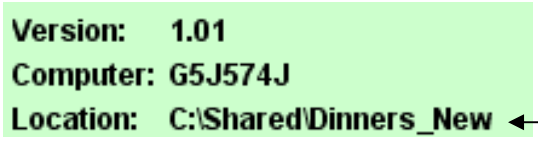
Click '**OK**'.

Please refer to Section 8 for a detailed explanation of the roll forward process.

Logo / Scanned Signature

When producing Receipts, Creditors Letters or Debtors Letters from the Diner Monies Database a scanned signature and copy of the schools logo can be added to printed output.

For the logo or scanned signature to be included in the required output a JPEG file must be saved directly into the Dinner Monies Database folder. For information purposes the location of the Dinner Monies Database is shown in the bottom left hand corner of the '**Main Menu**'.

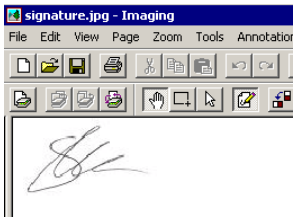


Double click the location to open the folder directly.

The school logo must be saved as 'Logo.jpg', and the authorising officers' signature should be saved as 'Signature.jpg'.

Most schools will have a copy of their logo saved within their Star Accounts folder – simply copy this into the Dinner Monies Database folder.

Please Note: The signature must be located in the top left hand corner of the JPEG file for it to be seen in the letters.



If you are unsure of how to create the jpeg file please contact your ICT technician.

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Section 2 – Pupil Meals

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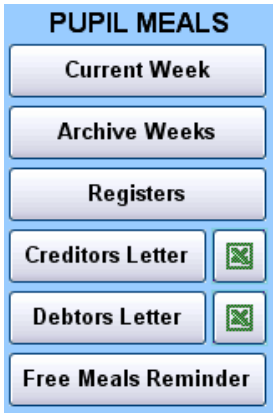
All features relating to the registering of Pupil Meals can be found within the blue section on the left hand side of the "**Main Menu**".



Click the '**Current Week**' button within the Pupil Meals section.

Creating a New Pupil

Within the '**Pupil Meals Register**' any new pupils required should be entered into the blank line at the bottom of the list of current pupils. Either scroll to the last line or press **Ctrl** & **End** on the keyboard to jump to the bottom of the screen.

Class: Select the required class from the drop down list. If the required class does not exist please follow the instructions within Section 1 to create the class.

Pupil Name: Enter the name of the pupil. This must contain two names separated by a space, either Surname – space - Forename or Forename - space – Surname depending on the way in which you have decided to enter names within the database.

Dietary Requirements: Enter any dietary requirements the pupil may have that may be relevant to anyone viewing the details, such as allergies to food or whether the pupil is a vegetarian.

Meal Bfwd: This field cannot be manually entered. If a take on balance is required it should be entered into the blue '**Adjustments**' ("**Adj**") column.

Enter **Debit** balances as a **negative** amount (i.e. the pupil owes money).

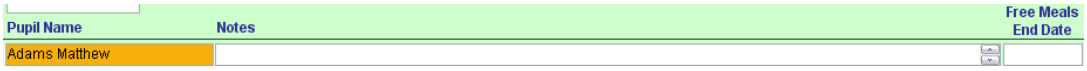
Enter **Credit** balances as a **positive** amount (i.e. the pupil has paid money than was required).

Lock: Place a tick in this field, by clicking it, if you wish to carry the meals registered into the next week when the roll forward is carried out. Pupils that are "locked" will not have their meals removed, i.e. if a Paid Meal is registered for each day the following week will contain Paid Meals for each day. If a pupil is "unlocked" all meals will be removed at roll forward. See section 8 for details.

Free Meals End Date: An end date for Free Meals should be entered if the pupil is in receipt of Free School Meals. This field is hidden until the '**Enter Notes**' button is clicked.

Pupils in receipt of Universal Infant Free School Meals (**UiFSM**) are not required to have an end date entered into this field. Please see details below regarding the charging of meals.

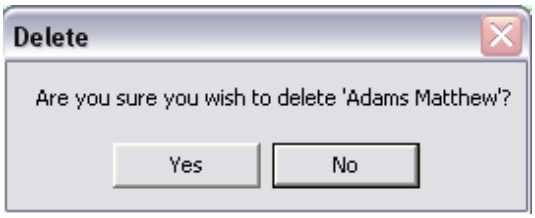
Notes: To enter any notes relevant to the pupil for the current week click the '**Enter Notes**' button. This will show the '**Notes**' and '**Free Meals End Date**' fields in place of the previously viewed fields.



Enter any notes / end date as required and then click the '**Enter Notes**' button to hide the fields again. Click the '**Print Notes**' button to view a printable version of all notes entered.

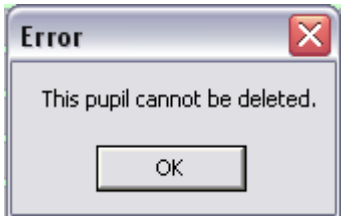
Deleting a Pupil

To delete any pupils from the 'Pupil Meals Register' click the '**Delete**' button next to the required pupil.



Click '**Yes**' to delete the pupil, or '**No**' to cancel.

Pupils can **only** be deleted if no Brought Forward or Carry Forward amounts exist, and no Payments or Adjustments have been entered in the current week.



Registering Meals Required

To register a meal against pupil simply enter the Code that was created within the '**Meal Rates**' screen (see Section 1) that relates to Pupil Meals, into the relevant day.

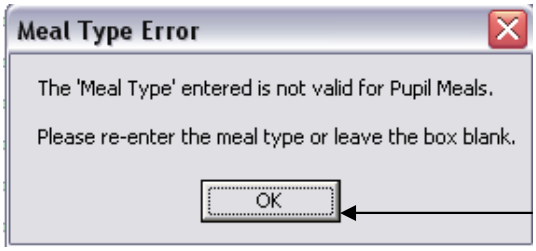
The meal rate will automatically be capitalised after it has been entered.

TOP TIP: If a pupil has the same meal rate each day of the week pressing **Ctrl & A** within a pupil record (i.e. the Pupil Name field is highlighted) will automatically populate each day of the week with the meal rate that has been into Monday ("**M**"). If the Monday field is blank every day will be set to blank, if Monday shows a 'P' every day will be updated to 'P'.

If the meal rate entered does not exist the following message will appear:

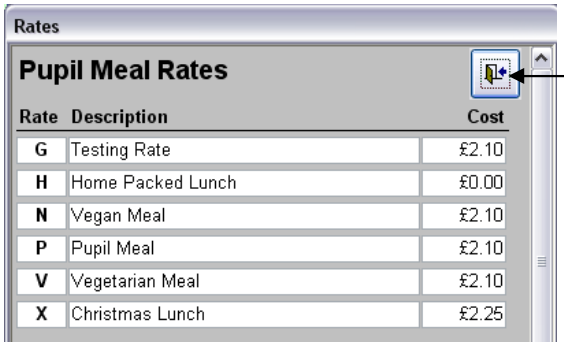
Click '**OK**'.

If the meal rate entered matches a rate that exists for another type (milk or adult meals) the following message will appear:



Click '**OK**'.

Click the '**View Meal Rates**' button at the top of the screen to view a list of all applicable codes.

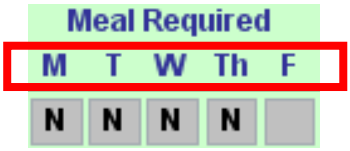


Click here to close the form.

Clearing Meals Required

When the Dinner Monies Database is rolled forward from one week to the next pupils that have been "locked" (see above) will carry the meals registered into the following week. If that week has a bank / school holiday within it you must ensure that any meals registered for those days are removed.

All meals registered for any day can be cleared by double clicking the label at the top of the column:



Click '**Yes**' to remove the meals registered, or '**No**' to cancel. **Please Note**: If meals are removed due to bank / school holidays you will be required to re-enter those meals in the following week once the roll forward has taken place.

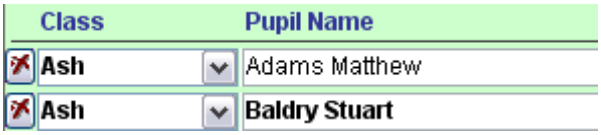
Paid, Free or UiFSM?

When registering meals for pupils whether those meals are deemed to have a cost to the pupil is decided in the following way:

Free School Meals: If a '**Free Meals End Date**' has been entered against a pupil (see above) any meal registered is deemed to be Free and no charge will be assigned to the pupil.

UiFSM: If there is no '**Free Meals End Date**' entered against a pupil, but their class was assigned as being entitled to UiFSM (see Section 1) any meal registered will be deemed to be UiFSM and no charge will be assigned to the pupil.

Paid: If there no '**Free Meals End Date**' entered against a pupil and their class is not assigned as being entitled to UiFSM (see Section 1) any meal registered will be deemed to be Paid and whatever cost is associated with the meal rate entered will be added to the amount due from the pupil.



When viewing the 'Pupil Meals Register' classes entitled to UiFSM are shown in bold, and Pupils entitled to Free School Meals are shown in bold.

Registering Payments

Meal B/fwd	Lock	Meal Required M	T	W	Th	F	Payments Received £ Mon	Tue	Wed	Thur	Fri	Adj	Paid	Meal C/fwd
£0.00	☐	N	N	N	N		£0.00	**£10.00**	£0.00	£0.00	£0.00	£0.00	**£10.00**	**£1.60**
£0.00	☐	H	P	H	P	H	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	**-£4.20**
£0.00	☐		P	P	P		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Enter any payment received (cash / cheques) into the day on which the payment was received. Each day has a default value of £0.00 which should be overtyped with the amount received.

For the '**Meal C/fwd**' calculation to work there must be an amount shown in each of the payments received fields, therefore, the default £0.00 amounts **must not** be deleted within days that no payment has been received.

Entering Adjustments

If an adjustment is required to the '**Meal C/Fwd**' amount, for example, to clear a balance as a pupil is entitled to free meals but has not been registered with a '**Free Meals End Date**', these should be entered into the blue '**Adj**' column.

If the '**Meal C/Fwd**' is a **credit** (positive amount):
A **positive** adjustment will **increase** the carry forward figure.
A **negative** amount will **decrease** the carry forward figure.

If the '**Meal C/Fwd**' is a **debit** (negative amount):
A **positive** adjustment will **decrease** the carry forward figure.
A **negative** amount will **increase** the carry forward figure.

Adj
-£2.10
£2.10

Please Note: Amounts entered into the '**Adj**' column do not affect the amount of money to be banked for the current week. The adjustments column is only to be used when the school is not physically receiving money from a parent.

Issuing Refunds

As per Section 14.6 of the "**Scheme for Financing Schools**":

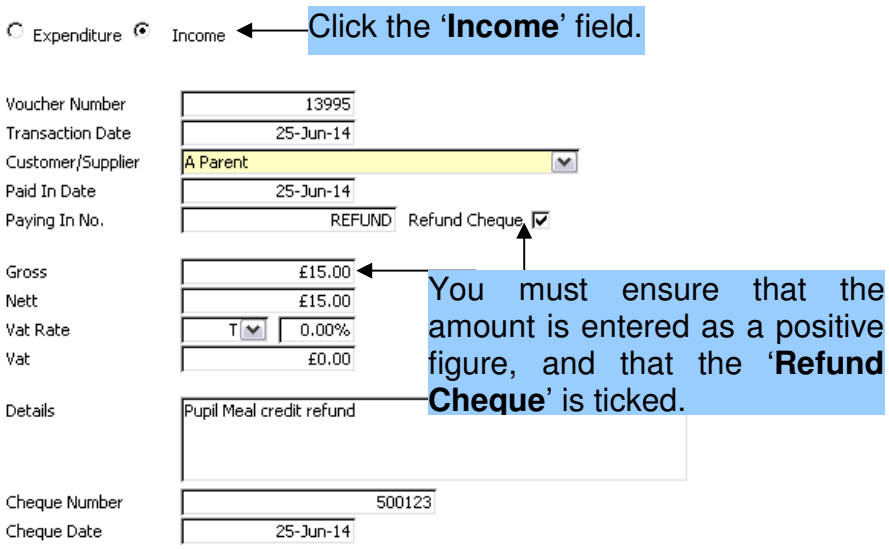
"All income must be banked promptly and intact, **without deductions for refunds** or petty cash payments;"

This means that any income collected for school meals must be banked in its entirety and any refunds to be given to the parents/carers of pupils should be provided in the form of a cheque from the schools bank account.

Within the **Dinner Monies Database** the amount of the refund to be provided should be entered into the blue '**Adj**' column against the required pupil. As the pupil will have a **credit** balance the refund amount should be entered as a **negative** amount:

Payments Received £							Meal
Mon	Tue	Wed	Thur	Fri	Adj	Paid	C/fwd
£0.00	£0.00	£0.00	£0.00	£0.00	-£15.00	£0.00	£0.00

Within **Star Accounts** a **positive income** transaction should be created for the refunded amount.



If your school meals are provided by Norse Catering Services (NCS) then the refund should be entered against subjective code "**93240 Pupil Meals (Catering Contract Only)**". If your school meals are provided by another school the refund should be registered against subjective code "**93200 Meals – General**".

Writing Off Debit Balances / School Pays for Meals

If a school or agrees to write off an outstanding debit balance or decides to pay for a meal eaten, for example, a meal eaten by a visitor, an adjustment will be required in the Dinner Monies Database **and** Star Accounts.

Please Note: Outstanding Debit balances should only be written off after all avenues to recover the debt have been exhausted and it has been agreed by the Headteacher / Chair of Governors in line with the procedures set out in the schools finance policy.

If your school does not have NCS contract only the Dinner Monies Database Adjustment is required.

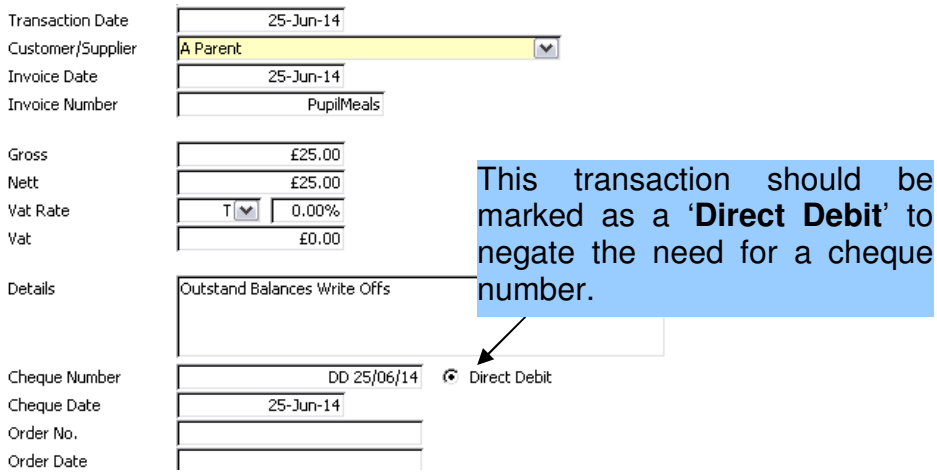
Within the **Dinner Monies Database** the amount to be written off should be entered into the blue '**Adj**' column against the required pupil. As the pupil will have a **debit** balance the write off amount should be entered as a **positive** amount:

	Payments Received £						Meal
Mon	Tue	Wed	Thur	Fri	Adj	Paid	C/fwd
£0.00	£0.00	£0.00	£0.00	£0.00	**£10.00**	£0.00	£0.00

Within **Star Accounts** two transactions will be required to show that the school has incurred the cost for the written off amount – an expenditure transaction to charge the schools budget, and an income transaction to pay the catering account.

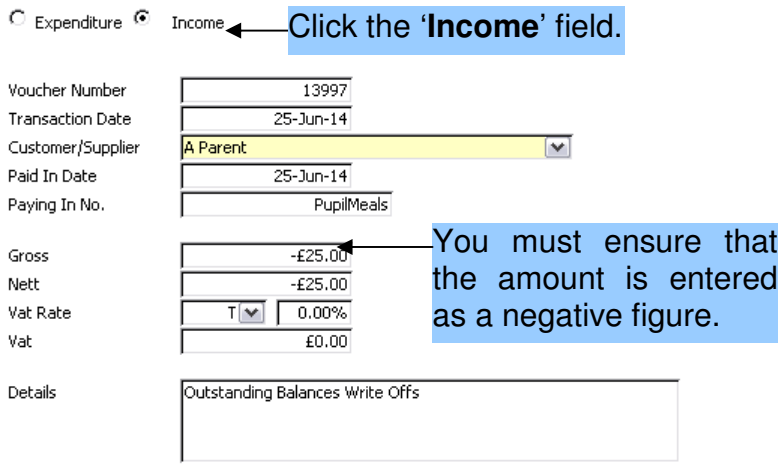
Please Note: If several amounts are being written off (e.g. at year end) the value of the transaction entered into Star Accounts can be the cumulative value of all written off amounts.

Expenditure Transaction:



This transaction should be entered against subjective code "**42810 Provisions**". If a cumulative transaction is being entered the 'Details' field should be used to list the names of the pupils that are having a balance cleared.

Income Transaction:



This transaction should be entered against subjective code "**93240 Pupil Meals (Catering Contract Only)**".

Bank Reconciliation: The transactions entered above will net to £0.00 within the accounts, so they will have no effect on the overall bank balance of the school. Therefore, these transactions can either be immediately reconciled or reconciled the next time the bank reconciliation process is carried out.

DD 25/06/14	A Parent	£25.00
IPupilMeals	A Parent	-£25.00

Bounced Cheques

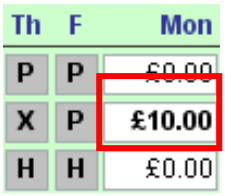
If a cheque was received as payment for pupil meals which subsequently bounces an adjustment will be required within the Dinner Monies Database. Enter the amount of the original cheque value as a negative amount in the blue '**Adj**' column.

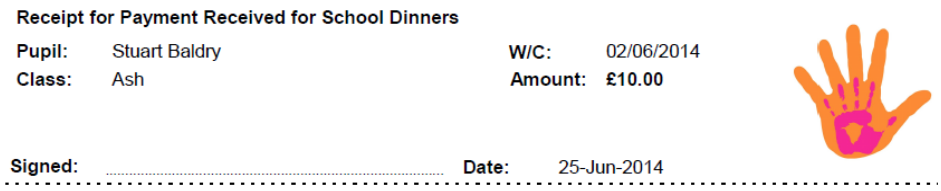
Fri	Adj	Paid	Meal C/fwd
£0.00	-£15.00	£0.00	£0.00

Any further payments received (cash or cheques) can be entered as normal into a payment column.

Producing Receipts

Daily Receipts: If you wish to print a receipt for any payments received during the current week double click on the amount against the required pupil.

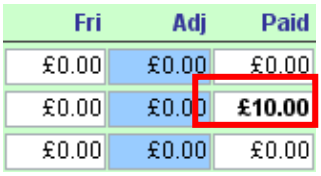




The school logo and a scanned signature will only appear on receipts if the correct files have been placed in the Dinner Monies Database folder (see Section 1).

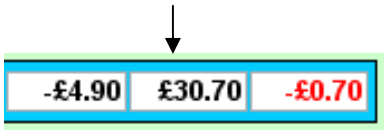
This will produce a **single** receipt for the payment that was double clicked. To produce a receipt containing **all** payments received on a specific day double click the total payments received shown within the blue section at the bottom of the screen:

Weekly Receipts: If you wish to print a receipt showing all payments received during the current week double click the '**Paid**' field against the required pupil.



The school logo and a scanned signature will only appear on receipts if the correct files have been placed in the Dinner Monies Database folder (see Section 1).

This will produce a **single** receipt will showing all payments received during the current week for the specified pupil. To produce a receipt containing **all** payments received during the current week for all pupils double click the total '**Paid**' shown within the blue section at the bottom of the screen:



Apply Filters / Sorting

Click the '**Remove Filter**' button to restore the screen to all pupils after any filter has been applied.

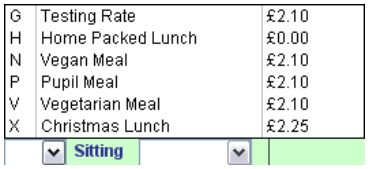
Pupil: If you wish to view the meal details for a specific pupil, or wish to search for a pupil, enter part of their name in the '**Search for Pupil**' field at the top of screen, and then hit the **Enter** key.

For example, entering "smi" in the search field will filter the screen to any pupil with that sequence of letters in their name, such as Smith, Jasmine etc.

Class: To view only those details relating to a specific class select the required class from the drop down list.

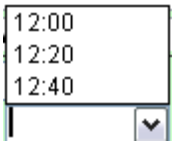
For information purposes this list also shows whether the class selected is a recipient of UiFSM.

Meal: To view all pupils registered with a specific meal type select the required meal rate from the drop down list.



This will filter the screen to show any pupil with the selected meal rate on **any day** during the current.

Sitting: To view all details relating to a specific sitting select the required start time from the drop down list.



This option will only appear if the '**Multiple Sittings**' option has been activated (see Section 1).

Meal Required: Double click the '**Meal Required**' label at the top of the screen to filter the list of pupils to those that have at least one meal registered during the current week.

Adjustments: Double click the '**Adj**' label at the top of the screen to filter the list of pupils to those that have had an adjustment entered during the current week.

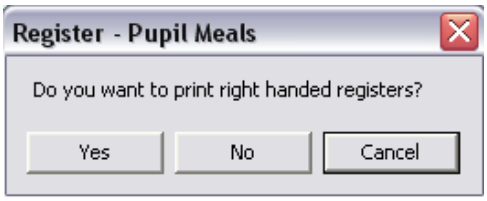
Paid: Double click the '**Paid**' label at the top of the screen to filter the list of pupils to those that have had a payment registered during the current week.

Meal C/fwd: Double click the '**Meal C/Fwd**' label at the top of the screen to filter the list of pupils to only those with a credit or debit balance to be carried forward to the next week.

Sorting: The default sort order for the 'Pupil Meals Register' screen is by class and then pupil name. If you wish to view the screen in alphabetical order by pupil name double click the '**Pupil Name**' label at the top of the screen.

Create Registers

To create registers for class teachers / TAs to complete click the '**Registers**' button within the '**Pupil Meals**' section.

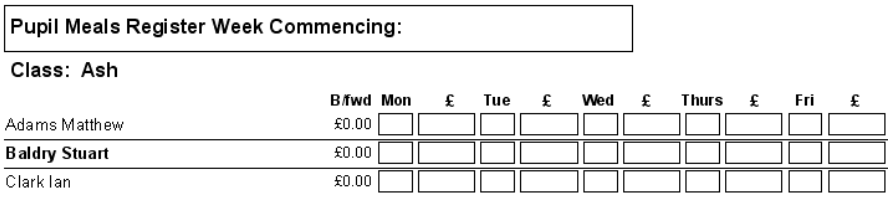


Click '**Yes**' to print right handed registers, '**No**' to produce left handed registers, or '**Cancel**' to stop the register process.

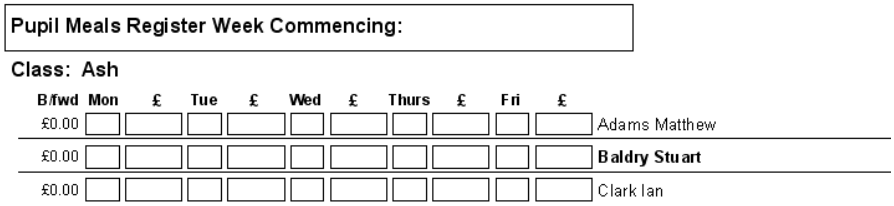
Click '**Yes**' if you wish to show any brought forward balances on the register, or '**No**' if you do not wish to see these on the register.

Brought forward balances should only be added to the registers if you are going to print them on a weekly basis.

Right Handed Register:


Pupil Meals Register Week Commencing:
Class: Ash
B/fwd Mon £ Tue £ Wed £ Thurs £ Fri £
Adams Matthew £0.00
Baldry Stuart £0.00
Clark Ian £0.00

Left Handed Register:


Pupil Meals Register Week Commencing:
Class: Ash
B/fwd Mon £ Tue £ Wed £ Thurs £ Fri £
£0.00 Adams Matthew
£0.00 Baldry Stuart
£0.00 Clark Ian

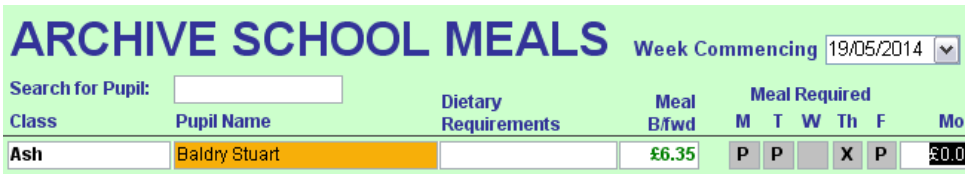
The week commencing date will need to be manually entered to the top of the register. You may also need to provide a printed copy of the **Meal Rates** held within the Dinner Monies Database.

Please Note: Pupils whose names are highlighted in bold within the register are those registered as being entitled to Free School Meals (i.e. a '**Free Meals End Date**' has been entered).

View Archive Weeks

To view previously rolled forward weeks click the '**Archive Weeks**' button within the '**Pupil Meals**' section of the '**Main Menu**'.

This screen will default to open at the last week that was rolled forward within the Dinner Monies Database.



Please Note: This screen is provided for information purposes only. No changes can be made to any of the data held within it (meals required or payments received). However, filters can be applied and receipts can be printed for the selected week. If a class summary is printed from an archive week it will relate to the selected archive week.

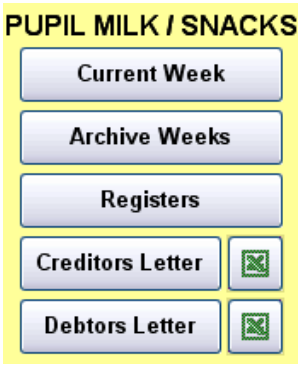
To view any other previously rolled forward weeks select the required '**Week Commencing**' date from the drop down list.

Schools Finance
Dinner Monies Database User Guide
Section 3 – Pupil Milk / Snacks

v1.01

All features relating to the registering of Pupil Milk / Snacks can be found within the yellow section of the "**Main Menu**".

Click the '**Current Week**' button within this.



Creating a New Pupil

Within the '**Milk / Snacks Register**' any new pupils required should be entered into the blank line at the bottom of the list of current pupils. Either scroll to the last line or press **Ctrl** & **End** on the keyboard to jump to the bottom of the screen.

Class: Select the required class from the drop down list. If the required class does not exist please follow the instructions within Section 1 to create the class.

Pupil Name: Enter the name of the pupil. This must contain two names separated by a space, either Surname – space - Forename or Forename - space – Surname depending on the way in which you have decided to enter names within the database.

Dietary Requirements: Enter any dietary requirements the pupil may have that may be relevant to anyone viewing the details, such as allergies to food or whether the pupil is a vegetarian.

Milk Bfwd: This field cannot be manually entered. If a take on balance is required it should be entered into the blue '**Adjustments**' ("**Adj**") column.

Enter **Debit** balances as a **negative** amount (i.e. the pupil owes money).

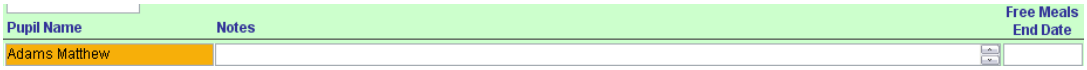
Enter **Credit** balances as a **positive** amount (i.e. the pupil has paid money than was required).

Lock: Place a tick in this field, by clicking it, if you wish to carry the milk / snacks registered into the next week when the roll forward is carried out. Pupils that are "locked" will not have their records cleared, i.e. if Paid Milk is registered for each day, the following week will contain Paid Milk for each day. If a pupil is "unlocked" all records will be removed at roll forward. See section 8 for details.

Free Meals End Date: An end date for Free Meals should be entered if the pupil is in receipt of Free School Meals. This field is hidden until the '**Enter Notes**' button is clicked.

Pupils in receipt of Universal Infant Free School Meals (**UiFSM**) are not required to have an end date entered into this field.

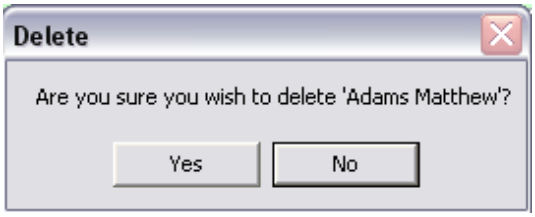
Notes: To enter any notes relevant to the pupil for the current week click the '**Enter Notes**' button. This will show the '**Notes**' and '**Free Meals End Date**' fields in place of the previously viewed fields.



Enter any notes / end date as required and then click the '**Enter Notes**' button to hide the fields again. Click the '**Print Notes**' button to view a printable version of all notes entered.

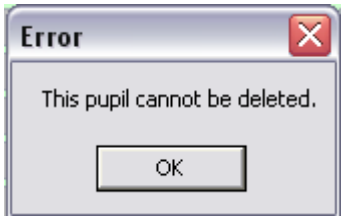
Deleting a Pupil

To delete any pupils from the 'Milk / Snacks Register' click the '**Delete**' button next to the required pupil.



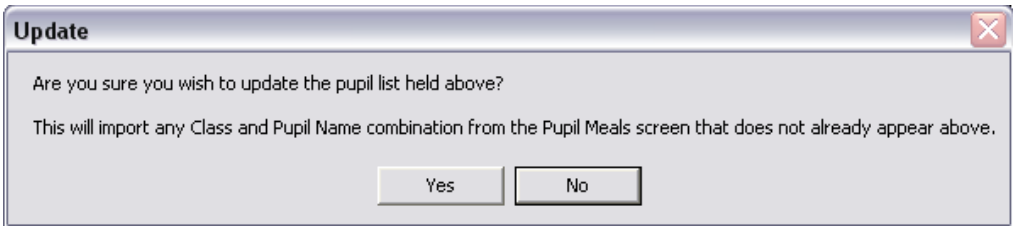
Click '**Yes**' to delete the pupil, or '**No**' to cancel.

Pupils can **only** be deleted if no Brought Forward or Carry Forward amounts exist, and no Payments or Adjustments have been entered in the current week.



Update Pupils from Pupil Meals

Within the 'Milk / Snacks Register' screen an additional function has been included to update the pupil details with those found within the Pupil Meals Register. Click the '**Update Pupils**' button.


Update
Are you sure you wish to update the pupil list held above?
This will import any Class and Pupil Name combination from the Pupil Meals screen that does not already appear above.
Yes
No

Click '**Yes**' to continue, or '**No**' to cancel.

Registering Milk / Snacks Required

To register milk / snacks against pupils simply enter the Code that was created within the '**Meal Rates**' screen (see Section 1) that relates to Pupil Milk, into the relevant day.

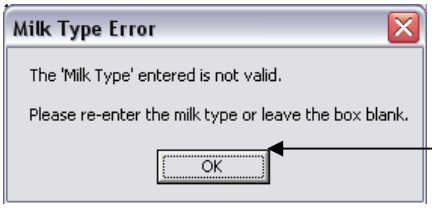
The rate entered will automatically be capitalised after it has been entered.

TOP TIP: If a pupil has the same rate each day of the week pressing **Ctrl & A** within a pupil record (i.e. the Pupil Name field is highlighted) will automatically populate each day of the week with the rate that has been into Monday ("**M**"). If the Monday field is blank every day will be set to blank, if Monday shows a 'F' every day will be updated to 'F'.

If the rate entered does not exist the following message will appear:

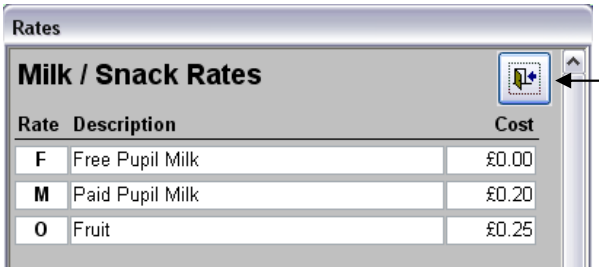
Click '**OK**'.

If the meal rate entered matches a rate that exists for another type (pupil or adult meals) the following message will appear:



Click '**OK**'.

Click the '**View Milk Rates**' button at the top of the screen to view a list of all applicable codes.

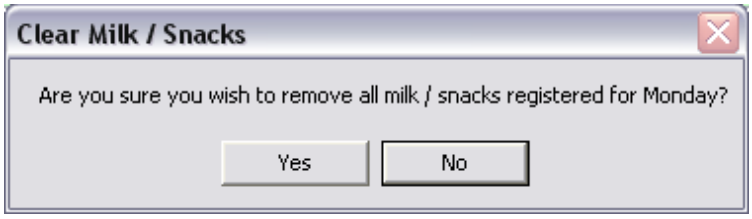


Click here to close the form.

Clearing Milk / Snacks Required

When the Dinner Monies Database is rolled forward from one week to the next pupils that have been "locked" (see above) will carry the milk / snacks registered into the following week. If that week has a bank / school holiday within it you must ensure that any milk / snacks registered for those days are removed.

All milk / snacks registered for any day can be cleared by double clicking the label at the top of the column:



Click '**Yes**' to remove the rates entered, or '**No**' to cancel. **Please Note**: If rates are removed due to bank / school holidays you will be required to re-enter those rates in the following week once the roll forward has taken place.

Registering Payments

Milk B/fwd	Lock	Milk Required M	T	W	Th	F	Payments Received £ Mon	Tue	Wed	Thur	Fri	Adj	Paid	Milk C/fwd
-£0.35	☐	O	F	F	M	M	£0.00	£0.00	£0.00	**£0.50**	£0.00	£0.00	**£0.50**	-£0.50
£0.00	☐						£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£0.00	☐	F	F	F	F	F	£0.00	£0.00	£0.00	**£0.20**	£0.00	£0.00	**£0.20**	£0.20 *

Enter any payment received (cash / cheques) into the day on which the payment was received. Each day has a default value of £0.00 which should be overtyped with the amount received.

For the '**Milk C/fwd**' calculation to work there must be an amount shown in each of the payments received fields, therefore, the default £0.00 amounts **must not** be deleted within days that no payment has been received.

Entering Adjustments

If an adjustment is required to the '**Milk C/Fwd**' amount, for example, to clear a balance as a pupil has been incorrectly charged, these should be entered into the blue '**Adj**' column.

If the '**Milk C/Fwd**' is a **credit** (positive amount):
A **positive** adjustment will **increase** the carry forward figure.
A **negative** amount will **decrease** the carry forward figure.

If the '**Milk C/Fwd**' is a **debit** (negative amount):
A **positive** adjustment will **decrease** the carry forward figure.
A **negative** amount will **increase** the carry forward figure.

Adj
-£2.10
£2.10

Please Note: Amounts entered into the '**Adj**' column do not affect the amount of money to be banked for the current week. The adjustments column is only to be used when the school is not physically receiving money from a parent.

Issuing Refunds

As per Section 14.6 of the "**Scheme for Financing Schools**":

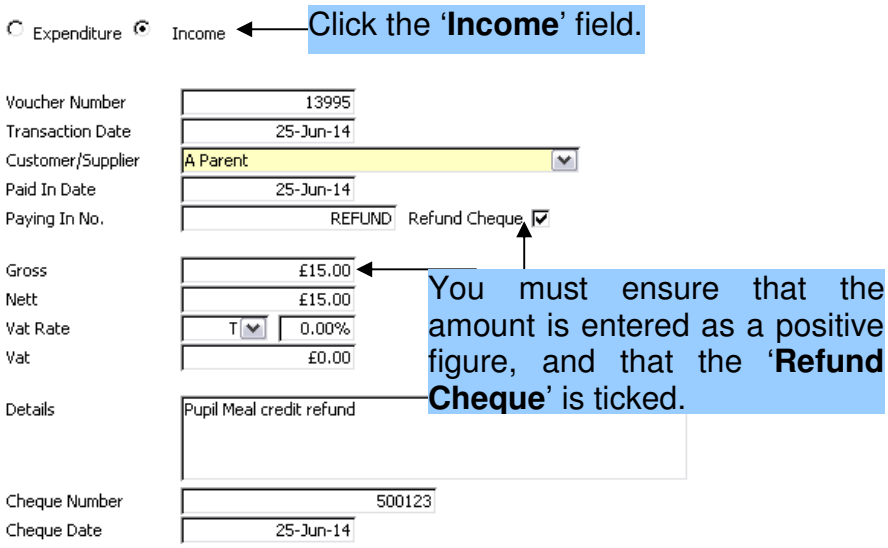
"All income must be banked promptly and intact, **without deductions for refunds** or petty cash payments;"

This means that any income collected for school meals must be banked in its entirety and any refunds to be given to the parents/carers of pupils should be provided in the form of a cheque from the schools bank account.

Within the **Dinner Monies Database** the amount of the refund to be provided should be entered into the blue '**Adj**' column against the required pupil. As the pupil will have a **credit** balance the refund amount should be entered as a **negative** amount:

	Payments Received £						Milk
Mon	Tue	Wed	Thur	Fri	Adj	Paid	C/fwd
£0.00	£0.00	£0.00	£0.00	£0.00	-£10.00	£0.00	£0.00

Within **Star Accounts** a **positive income** transaction should be created for the refunded amount.



This refund should be entered against subjective code "**93200 Meals General**".

Writing Off Debit Balances / School Pays for Milk / Snacks

If a school or agrees to write off an outstanding debit balance or decides to pay for milk / snacks provided, for example, a meal eaten by a visitor, an adjustment will be required in the Dinner Monies Database **and** Star Accounts.

Please Note: Outstanding Debit balances should only be written off after all avenues to recover the debt have been exhausted and it has been agreed by the Headteacher / Chair of Governors in line with the procedures set out in the schools finance policy.

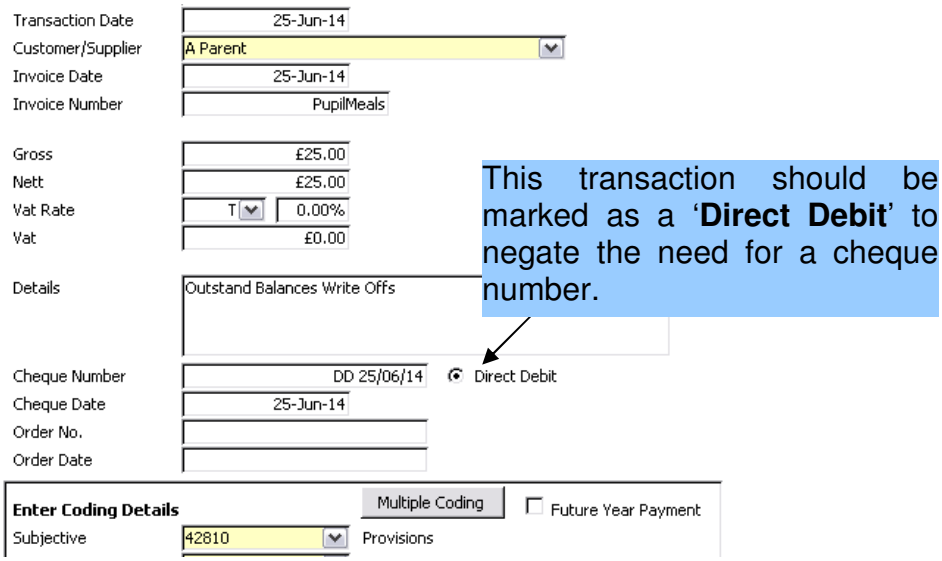
Within the **Dinner Monies Database** the amount to be written off should be entered into the blue '**Adj**' column against the required pupil. As the pupil will have a **debit** balance the write off amount should be entered as a **positive** amount:

	Payments Received £						Milk
Mon	Tue	Wed	Thur	Fri	Adj	Paid	C/fwd
£0.00	£0.00	£0.00	£0.00	£0.00	**£15.00**	£0.00	£0.00

Within **Star Accounts** two transactions will be required to show that the school has incurred the cost for the written off amount – an expenditure transaction to charge the schools budget, and an income transaction to pay the catering account.

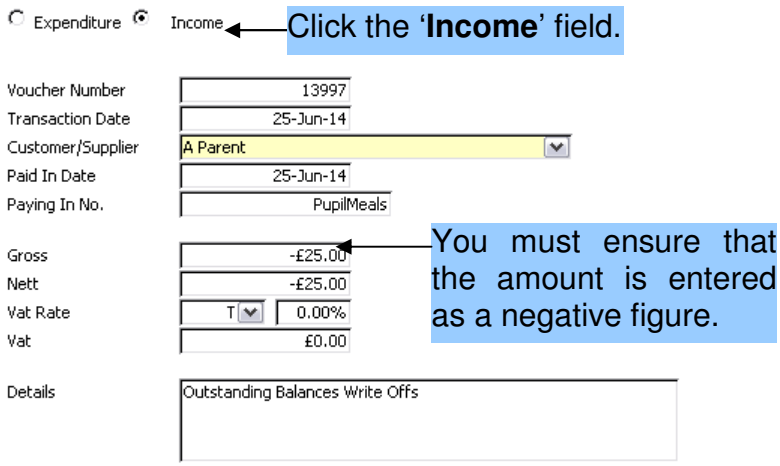
Please Note: If several amounts are being written off (e.g. at year end) the value of the transaction entered into Star Accounts can be the cumulative value of all written off amounts.

Expenditure Transaction:



This transaction should be entered against subjective code "**42810 Provisions**". If a cumulative transaction is being entered the 'Details' field should be used to list the names of the pupils that are having a balance cleared.

Income Transaction:



This transaction should be entered against subjective code "**93200 Meals General**".

Bank Reconciliation: The transactions entered above will net to £0.00 within the accounts, so they will have no effect on the overall bank balance of the school. Therefore, these transactions can either be immediately reconciled or reconciled the next time the bank reconciliation process is carried out.

DD 25/06/14	A Parent	£25.00
IPupilMeals	A Parent	-£25.00

Bounced Cheques

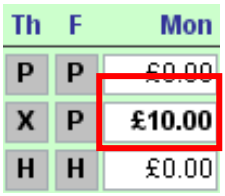
If a cheque was received as payment for pupil meals which subsequently bounces an adjustment will be required within the Dinner Monies Database. Enter the amount of the original cheque value as a negative amount in the blue '**Adj**' column.

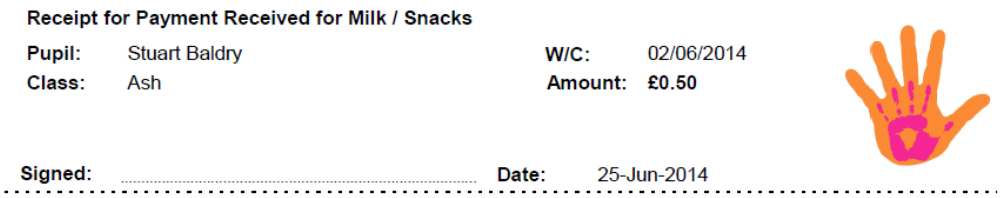
Adj	Paid	Milk C/fwd
-£10.00	£0.00	£0.00

Any further payments received (cash or cheques) can be entered as normal into a payment column.

Producing Receipts

Daily Receipts: If you wish to print a receipt for any payments received during the current week double click on the amount against the required pupil.

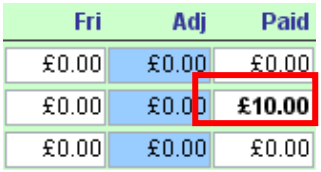


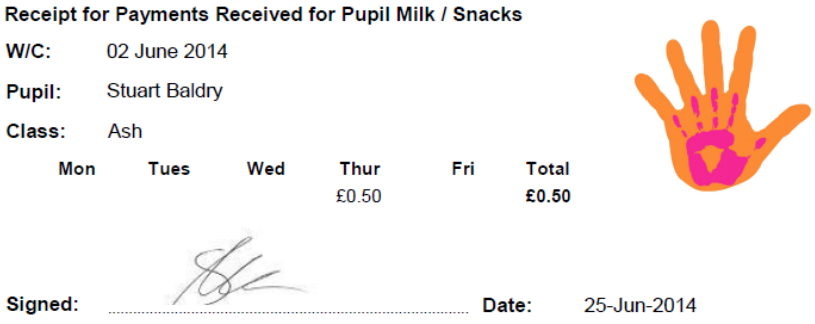


The school logo and a scanned signature will only appear on receipts if the correct files have been placed in the Dinner Monies Database folder (see Section 1).

This will produce a **single** receipt for the payment that was double clicked. To produce a receipt containing **all** payments received on a specific day double click the total payments received shown within the blue section at the bottom of the screen:

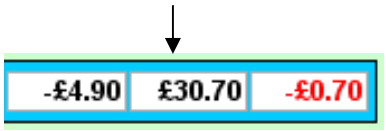
Weekly Receipts: If you wish to print a receipt showing all payments received during the current week double click the '**Paid**' field against the required pupil.





The school logo and a scanned signature will only appear on receipts if the correct files have been placed in the Dinner Monies Database folder (see Section 1).

This will produce a **single** receipt will showing all payments received during the current week for the specified pupil. To produce a receipt containing **all** payments received during the current week for all pupils double click the total '**Paid**' shown within the blue section at the bottom of the screen:



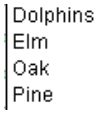
Apply Filters / Sorting

Click the '**Remove Filter**' button to restore the screen to all pupils after any filter has been applied.

Pupil: If you wish to view the meal details for a specific pupil, or wish to search for a pupil, enter part of their name in the '**Search for Pupil**' field at the top of screen, and then hit the **Enter** key.

For example, entering "smi" in the search field will filter the screen to any pupil with that sequence of letters in their name, such as Smith, Jasmine etc.

Class: To view only those details relating to a specific class select the required class from the drop down list.



Milk: To view all pupils registered with a specific rate select the required rate from the drop down list.

This will filter the screen to show any pupil with the selected rate on **any day** during the current.

Milk Required: Double click the '**Milk Required**' label at the top of the screen to filter the list of pupils to those that have at least one milk / snack registered during the current week.

Adjustments: Double click the '**Adj**' label at the top of the screen to filter the list of pupils to those that have had an adjustment entered during the current week.

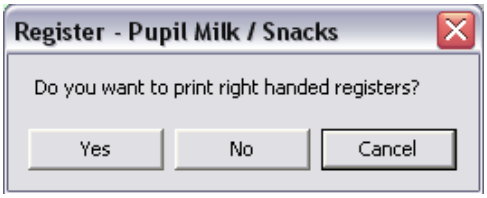
Paid: Double click the '**Paid**' label at the top of the screen to filter the list of pupils to those that have had a payment registered during the current week.

Milk C/fwd: Double click the '**Milk C/Fwd**' label at the top of the screen to filter the list of pupils to only those with a credit or debit balance to be carried forward to the next week.

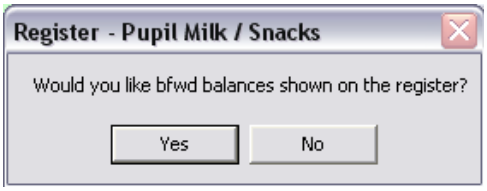
Sorting: The default sort order for the 'Milk / Snacks Register' screen is by class and then pupil name. If you wish to view the screen in alphabetical order by pupil name double click the '**Pupil Name**' label at the top of the screen.

Create Registers

To create registers for class teachers / TAs to complete click the '**Registers**' button within the '**Pupil Milk / Snacks**' section.



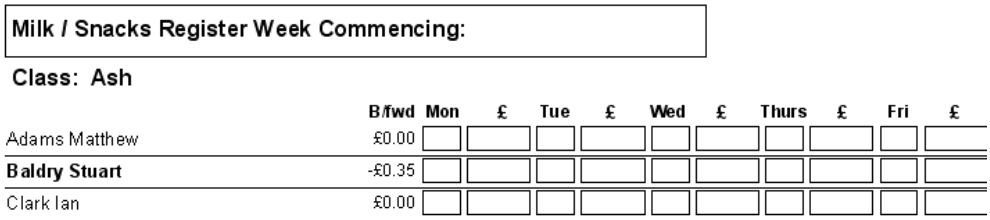
Click '**Yes**' to print right handed registers, '**No**' to produce left handed registers, or '**Cancel**' to stop the register process.



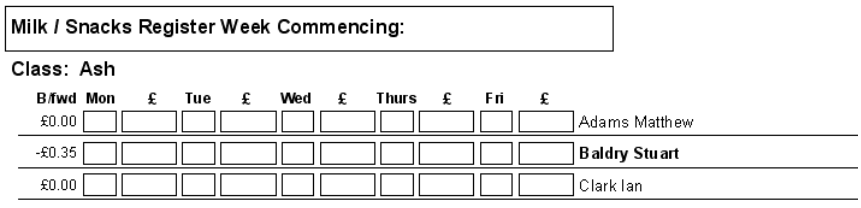
Click '**Yes**' if you wish to show any brought forward balances on the register, or '**No**' if you do not wish to see these on the register.

Brought forward balances should only be added to the registers if you are going to print them on a weekly basis.

Right Handed Register:


Milk / Snacks Register Week Commencing:
Class: Ash
B/fwd Mon £ Tue £ Wed £ Thurs £ Fri £
Adams Matthew £0.00
Baldry Stuart -£0.35
Clark Ian £0.00

Left Handed Register:


Milk / Snacks Register Week Commencing:
Class: Ash
B/fwd Mon £ Tue £ Wed £ Thurs £ Fri £
£0.00 Adams Matthew
-£0.35 Baldry Stuart
£0.00 Clark Ian

The week commencing date will need to be manually entered to the top of the register. You may also need to provide a printed copy of the **Meal Rates** held within the Dinner Monies Database.

Please Note: Pupils whose names are highlighted in bold within the register are those registered as being entitled to Free School Meals (i.e. a '**Free Meals End Date**' has been entered).

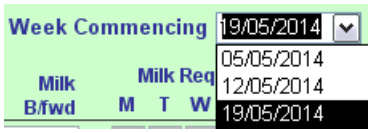
View Archive Weeks

To view previously rolled forward weeks click the '**Archive Weeks**' button within the '**Pupil Meals**' section of the '**Main Menu**'.

This screen will default to open at the last week that was rolled forward within the Dinner Monies Database.

Please Note: This screen is provided for information purposes only. No changes can be made to any of the data held within it (milk / snacks required or payments received). However, filters can be applied and receipts can be printed for the selected week. If a class summary is printed from an archive week it will relate to the selected archive week.

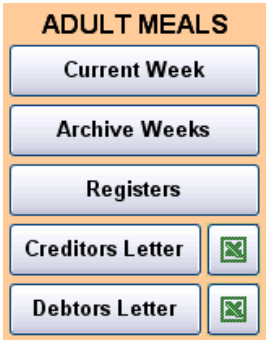
To view any other previously rolled forward weeks select the required '**Week Commencing**' date from the drop down list.



Schools Finance
Dinner Monies Database User Guide
Section 4 – Adult Meals

v1.01

All features relating to the registering of Adult Meals can be found within the peach section of the "**Main Menu**".



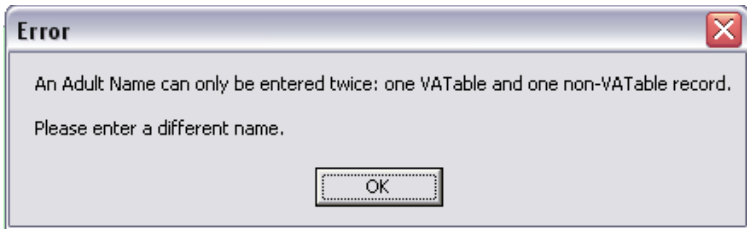
Click the '**Current Week**' button within this.

Creating a New Adult

Within the '**Adult Meals Register**' any new adults required should be entered into the blank line at the bottom of the list of current adults. Either scroll to the last line or press **Ctrl** & **End** on the keyboard to jump to the bottom of the screen.

Name: Enter the name of the adult. This must contain two names separated by a space, either Surname – space – Forename or Forename – space – Surname depending on the way in which you have decided to enter names within the database.

Due to the complexities of VAT within adult meals each adult name may need to appear twice within the Dinner Monies Database (see VAT details below). The following error message will appear if an attempt is made to enter a name a third time:



Dietary Requirements: Enter any dietary requirements the adult may have that may be relevant to anyone viewing the details, such as allergies to food or whether the adult is a vegetarian.

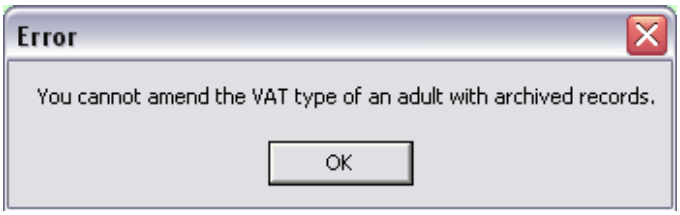
Meal Bfwd: This field cannot be manually entered. If a take on balance is required it should be entered into the blue '**Adjustments**' ("**Adj**") column.

Enter **Debit** balances as a **negative** amount (i.e. the adult owes money).

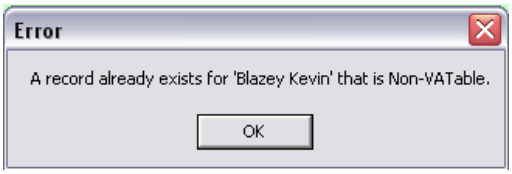
Enter **Credit** balances as a **positive** amount (i.e. the adult has paid money than was required).

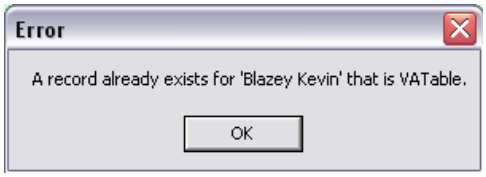
VAT: Whether VAT is charged on adult meals is dependant on a number of factors, as per the "**VAT Manual for Schools**". To ensure the VAT is correctly accounted for within the Diner Monies Database (and Star Accounts) you may be required to create each adult with two records – one which is charged VAT and one which is not. Place a tick in the '**VAT**', by clicking it, of the record you wish to charge VAT to.

Once the Dinner Monies Database has been rolled forward the VAT flag cannot be amended to ensure consistency with rolled forward balances.



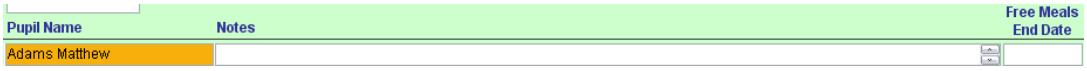
Only one record for each VAT type (VATable or Non-VATable) is permitted:





Lock: Place a tick in this field, by clicking it, if you wish to carry the meals registered into the next week when the roll forward is carried out. Adults that are "locked" will not have their records cleared, i.e. if Paid Meal is registered for each day, the following week will contain Paid Meal for each day. If an adult is "unlocked" all records will be removed at roll forward. See section 8 for details.

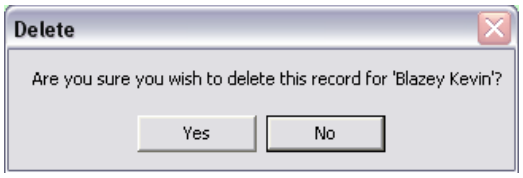
Notes: To enter any notes relevant to the adult for the current week click the '**Enter Notes**' button. This will show the '**Notes**' and '**Free Meals End Date**' fields in place of the previously viewed fields.



Enter any notes / end date as required and then click the '**Enter Notes**' button to hide the fields again. Click the '**Print Notes**' button to view a printable version of all notes entered.

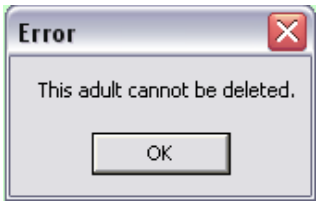
Deleting an Adult

To delete any adults from the 'Adult Meals Register' click the '**Delete**' button next to the required adult.



Click '**Yes**' to delete the adult, or '**No**' to cancel.

Adults can **only** be deleted if no Brought Forward or Carry Forward amounts exist, and no Payments or Adjustments have been entered during the current week.



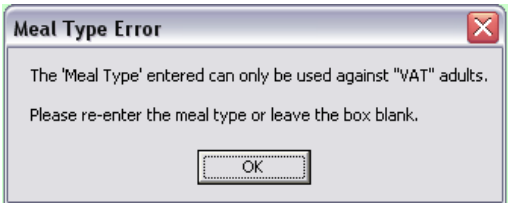
Registering Meals Required

To register meals against adults simply enter the Code that was created within the '**Meal Rates**' screen (see Section 1) that relates to Adult Meals, into the relevant day.

The rate entered will automatically be capitalised after it has been entered.

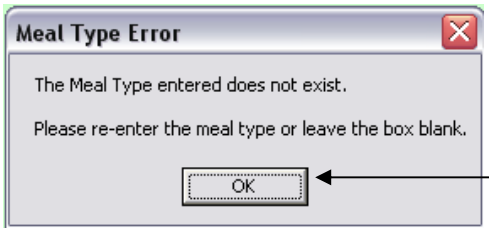
TOP TIP: If an adult has the same rate each day of the week pressing **Ctrl & A** within an adult record (i.e. the Adult Name field is highlighted) will automatically populate each day of the week with the rate that has been into Monday ("**M**"). If the Monday field is blank every day will be set to blank, if Monday shows a 'P' every day will be updated to 'P'.

If the rate entered is not applicable to the current **VAT** type of the adult, i.e. the adult is registered as VATable but the Meal Rate is not and vice versa, one of the following messages will appear and the rate will be removed:


Meal Type Error
The 'Meal Type' entered can only be used against "VAT" adults.
Please re-enter the meal type or leave the box blank.
OK

Meal Type Error
The 'Meal Type' entered cannot be used against "Non-VAT" adults.
Please re-enter the meal type or leave the box blank.
OK

If the rate entered does not exist the following message will appear:

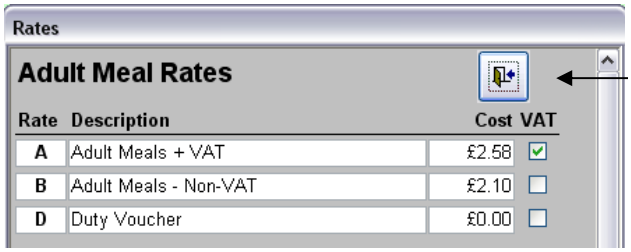


Click '**OK**'.

If the meal rate entered matches a rate that exists for another type (adult or adult meals) the following message will appear:

Click '**OK**'.

Click the '**View Meal Rates**' button at the top of the screen to view a list of all applicable codes.



Click here to close the form.

Registering Duty Meals

Duty Meals are meals that are provided by the school to adults with no cost (i.e. free of charge), for example, providing a meal to a teacher that is required to provide supervision in the dining hall.

A meal rate should be created linked to "Adult Meals" with a cost of £0.00 associated to it (e.g. meal rate "D"). When this meal is registered the carry forward figure will not be affected, as there is no cost, but the meal will be included in the total number of meals required.

Please Note: Although no charge is made to the adult for a duty meal VAT is applied to cost of the meal, therefore, any meal rate created for Duty Meals should have the VAT flag ticked (see Section 1), and the meals should be registered against a VATable adult name.

Clearing Meals Required

When the Dinner Monies Database is rolled forward from one week to the next adults that have been "locked" (see above) will carry the meals registered into the following week. If that week has a bank / school holiday within it you must ensure that any meals registered for those days are removed.

All meals registered for any day can be cleared by double clicking the label at the top of the column:

Click '**Yes**' to remove the rates entered, or '**No**' to cancel. **Please Note**: If rates are removed due to bank / school holidays you will be required to re-enter those rates in the following week once the roll forward has taken place.

Registering Payments

Meal B/fwd	Lock	Meal Required M	T	W	Th	F	Payments Received £ Mon	Tue	Wed	Thur	Fri	Adj	Paid	Meal C/fwd
£0.00	☐		B				£0.00	**£2.10**	£0.00	£0.00	£0.00	£0.00	**£2.10**	£0.00
£0.00	☐	B		D		B	**£5.00**	£0.00	£0.00	£0.00	£0.00	£0.00	**£5.00**	**£0.80**
£0.00	☐	D					£0.00	£0.00	£0.00	£0.00	**£10.00**	£0.00	**£10.00**	**£10.00**
£0.00	☐	D	D	D	D	D	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Enter any payment received (cash / cheques) into the day on which the payment was received. Each day has a default value of £0.00 which should be overtyped with the amount received.

For the '**Meal C/fwd**' calculation to work there must be an amount shown in each of the payments received fields, therefore, the default £0.00 amounts **must not** be deleted within days that no payment has been received.

Multiple Records: Any payment received from adults with two records (VATable and Non-VATable) should be firstly used to cover any debit balances on the VATable record, with the remaining balance used to cover debit balances on the non-VATable records i.e. the payment received should be split between the two records.

If an adult with multiple records provides a payment that exceeds the total amount due (i.e. a payment that will leave a **credit** balance to carry forward) an objective decision will need to made to determine which record to register the credit against – if the adult is more likely to have VATable meals in the future then the VATable record should be used and vice versa.

It is the schools responsibility to ensure that VAT is correctly accounted for.

Entering Adjustments

If an adjustment is required to the '**Meal C/Fwd**' amount, for example, to clear a balance as an adult has been incorrectly charged, these should be entered into the blue '**Adj**' column.

If the '**Meal C/Fwd**' is a **credit** (positive amount):
A **positive** adjustment will **increase** the carry forward figure.
A **negative** amount will **decrease** the carry forward figure.

If the '**Meal C/Fwd**' is a **debit** (negative amount):
A **positive** adjustment will **decrease** the carry forward figure.
A **negative** amount will **increase** the carry forward figure.

Adj
-£2.10
£2.10

Please Note: Amounts entered into the '**Adj**' column do not affect the amount of money to be banked for the current week. The adjustments column is only to be used when the school is not physically receiving money from an adult.

Issuing Refunds

As per Section 14.6 of the "**Scheme for Financing Schools**":

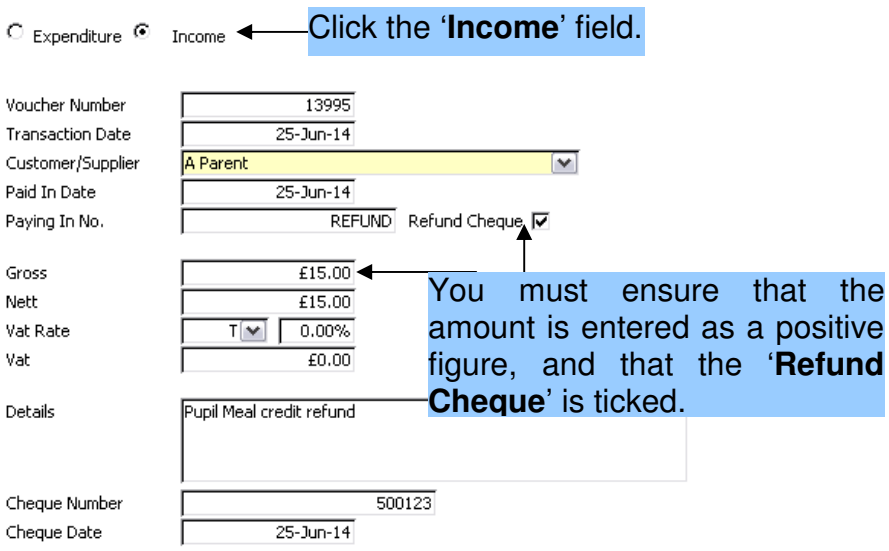
"All income must be banked promptly and intact, **without deductions for refunds** or petty cash payments;"

This means that any income collected for school meals must be banked in its entirety and any refunds to be given to the parents/carers of adults should be provided in the form of a cheque from the schools bank account.

Within the **Dinner Monies Database** the amount of the refund to be provided should be entered into the blue '**Adj**' column against the required adult. As the adult will have a **credit** balance the refund amount should be entered as a **negative** amount:

	Payments Received £						Meal
Mon	Tue	Wed	Thur	Fri	Adj	Paid	C/fwd
£0.00	£0.00	£0.00	£0.00	£0.00	-£15.00	£0.00	£0.00

Within **Star Accounts** a **positive income** transaction should be created for the refunded amount. Care **must** be taken to ensure that any refund provided also accounts for any VAT that may have been applied to the original meals charged.



If your school meals are provided by another school the refund should be registered against subjective code "**93200 Meals – General**".

If your school meals are provided by Norse Catering Services (NCS) then the refund should be entered against subjective code "**93270 Adult Meal – VATable (Catering Contract Only)**" or "**93280 Adult Meal – Non-VATable (Catering Contract Only)**" depending on the type of meals provided.

If a mixture of VATable and Non-VATable amounts are being refunded either multiple transactions, assigned to the same cheque number, should be entered, or a split VAT transaction will be required (please refer to the Star Accounts User Guide for details).

Writing Off Debit Balances / School Pays for Meals

If a school or agrees to write off an outstanding debit balance or decides to pay for meals provided, for example, a meal eaten by a visitor, an adjustment will be required in the Dinner Monies Database **and** Star Accounts.

Please Note: Outstanding Debit balances should only be written off after all avenues to recover the debt have been exhausted and it has been agreed by the Headteacher / Chair of Governors in line with the procedures set out in the schools finance policy.

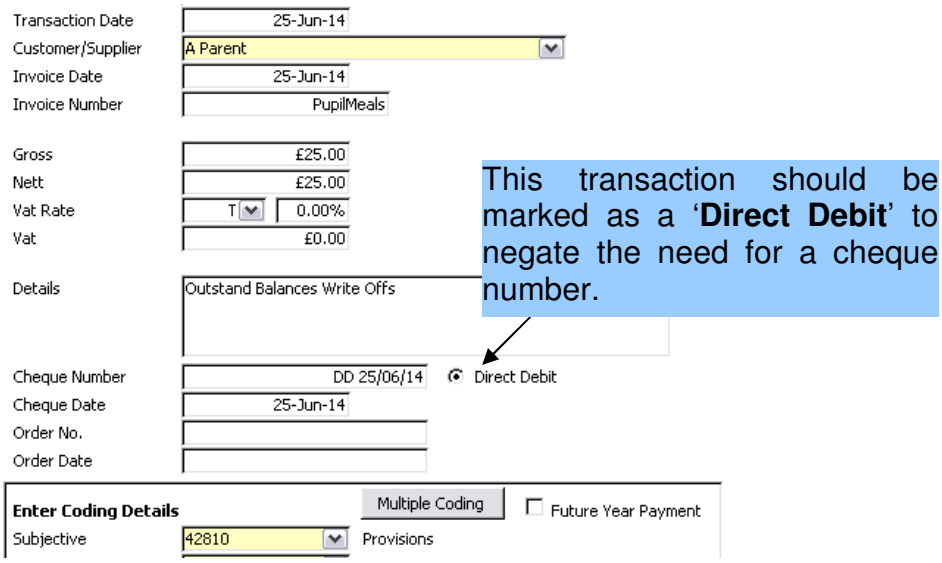
Within the **Dinner Monies Database** the amount to be written off should be entered into the blue '**Adj**' column against the required adult. As the adult will have a **debit** balance the write off amount should be entered as a **positive** amount:

	Payments Received £						Meal
Mon	Tue	Wed	Thur	Fri	Adj	Paid	C/fwd
£0.00	£0.00	£0.00	£0.00	£0.00	**£10.00**	£0.00	£0.00

Within **Star Accounts** two transactions will be required to show that the school has incurred the cost for the written off amount – an expenditure transaction to charge the schools budget, and an income transaction to pay the catering account.

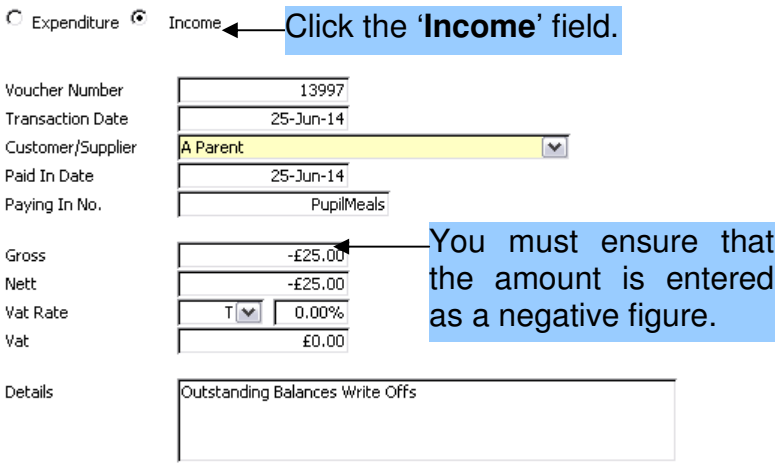
Please Note: If several amounts are being written off (e.g. at year end) the value of the transaction entered into Star Accounts can be the cumulative value of all written off amounts.

Expenditure Transaction:



This transaction should be entered against subjective code "**42810 Provisions**". If a cumulative transaction is being entered the 'Details' field should be used to list the names of the adults that are having a balance cleared.

Income Transaction:



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If your school meals are provided by Norse Catering Services (NCS) then the refund should be entered against subjective code "**93270 Adult Meal – VATable (Catering Contract Only)**" or "**93280 Adult Meal – Non-VATable (Catering Contract Only)**".

If a mixture of VATable and Non-VATable amounts are being refunded either multiple transactions, assigned to the same cheque number, should be entered, or a split VAT transaction will be required (please refer to the Star Accounts User Guide for details).

Bank Reconciliation: The transactions entered above will net to £0.00 within the accounts, so they will have no effect on the overall bank balance of the school. Therefore, these transactions can either be immediately reconciled or reconciled the next time the bank reconciliation process is carried out.

DD 25/06/14	A Parent	£25.00
IPupilMeals	A Parent	-£25.00

Bounced Cheques

If a cheque was received as payment for adult meals which subsequently bounces an adjustment will be required within the Dinner Monies Database. Enter the amount of the original cheque value as a negative amount in the blue '**Adj**' column.

Adj	Paid	Milk C/fwd
-£10.00	£0.00	£0.00

Any further payments received (cash or cheques) can be entered as normal into a payment column.

Producing Receipts

Daily Receipts: If you wish to print a receipt for any payments received during the current week double click on the amount against the required adult.

Th	F	Mon
P	P	£0.00
X	P	£10.00
H	H	£0.00

Receipt for Payment Received for Adult Meals

Name: Rodney Fryer **W/C:** 02/06/2014

Amount: £10.00

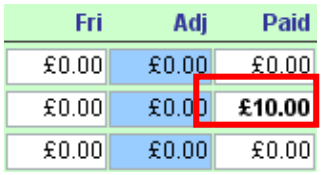
Signed: ..... **Date:** 26-Jun-2014

The school logo and a scanned signature will only appear on receipts if the correct files have been placed in the Dinner Monies Database folder (see Section 1).

This will produce a **single** receipt for the payment that was double clicked. To produce a receipt containing **all** payments received on a specific day double click the total payments received shown within the blue section at the bottom of the screen:

£16.30	**£10.20**	£0.00	**£2.10**	**£2.10**

Weekly Receipts: If you wish to print a receipt showing all payments received during the current week double click the '**Paid**' field against the required adult.



	Fri	Adj	Paid
	£0.00	£0.00	£0.00
	£0.00	£0.00	**£10.00**
	£0.00	£0.00	£0.00

Receipt for Payments Received for Adult Meals

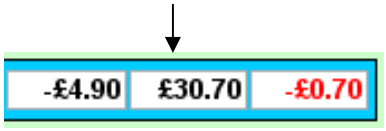
W/C: 02 June 2014

Name: Rodney Fryer

Mon	Tues	Wed	Thur	Fri	Total
				£10.00	**£10.00**

Signed: ..... **Date:** 26-Jun-2014

The school logo and a scanned signature will only appear on receipts if the correct files have been placed in the Dinner Monies Database folder (see Section 1).
This will produce a **single** receipt will showing all payments received during the current week for the specified adult. To produce a receipt containing **all** payments received during the current week for all adults double click the total '**Paid**' shown within the blue section at the bottom of the screen:



-£4.90	**£30.70**	**-£0.70**

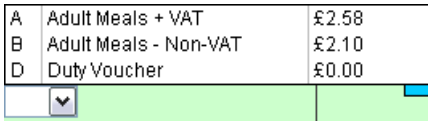
Apply Filters / Sorting

Click the '**Remove Filter**' button to restore the screen to all adults after any filter has been applied.

Adult: If you wish to view the meal details for a specific adult, or wish to search for an adult, enter part of their name in the '**Search for Adult**' field at the top of screen, and then hit the **Enter** key.

For example, entering "smi" in the search field will filter the screen to any adult with that sequence of letters in their name, such as Smith, Jasmine etc.

Meal: To view all adults registered with a specific rate select the required rate from the drop down list.



This will filter the screen to show any adult with the selected rate on **any day** during the current.

Meal Required: Double click the '**Meal Required**' label at the top of the screen to filter the list of adults to those that have at least one Meal registered during the current week.

Adjustments: Double click the '**Adj**' label at the top of the screen to filter the list of adults to those that have had an adjustment entered during the current week.

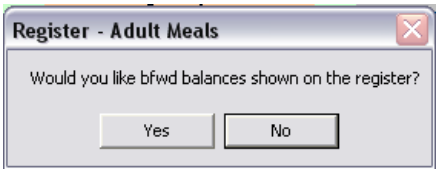
Paid: Double click the '**Paid**' label at the top of the screen to filter the list of adults to those that have had a payment registered during the current week.

Meal C/fwd: Double click the '**Meal C/Fwd**' label at the top of the screen to filter the list of adults to only those with a credit or debit balance to be carried forward to the next week.

Create Registers

To create registers for staff to complete click the '**Registers**' button within the '**Adult Meals**' section.

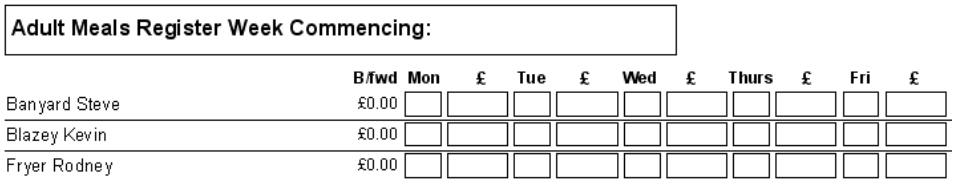
Click '**Yes**' to print right handed registers, '**No**' to produce left handed registers, or '**Cancel**' to stop the register process.



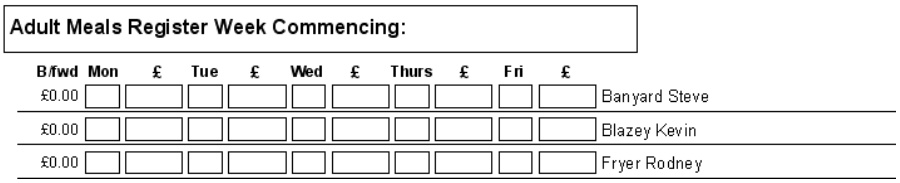
Click '**Yes**' if you wish to show any brought forward balances on the register, or '**No**' if you do not wish to see these on the register.

Brought forward balances should only be added to the registers if you are going to print them on a weekly basis.

Right Handed Register:



Left Handed Register:

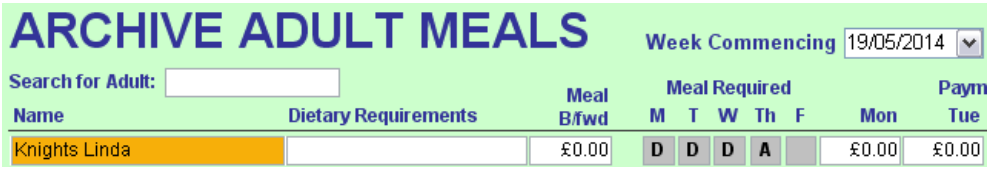


The week commencing date will need to be manually entered to the top of the register. You may also need to provide a printed copy of the **Meal Rates** held within the Dinner Monies Database.

View Archive Weeks

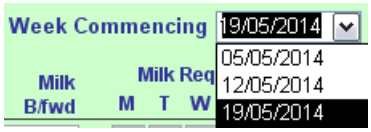
To view previously rolled forward weeks click the '**Archive Weeks**' button within the '**Adult Meals**' section of the '**Main Menu**'.

This screen will default to open at the last week that was rolled forward within the Dinner Monies Database.



Please Note: This screen is provided for information purposes only. No changes can be made to any of the data held within it (meals required or payments received). However, filters can be applied and receipts can be printed for the selected week. If the adult summary is printed from an archive week it will relate to the selected archive week.

To view any other previously rolled forward weeks select the required '**Week Commencing**' date from the drop down list.

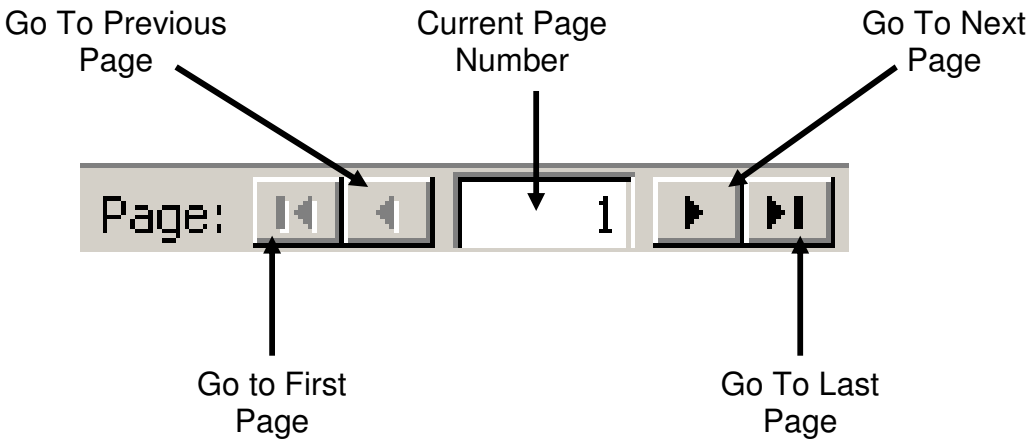


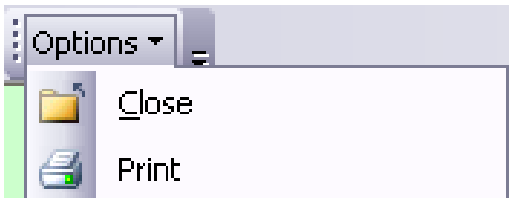
Schools Finance
Dinner Monies Database User Guide
Section 5 – Reports

v1.01

General Instructions

When viewing a report only one page will be shown at a time. To move your way through the reports please use the navigators located in the bottom left of the screen.





To **Exit** the report click **Options** then **Close.**

To **Print** the report click **Options** then **Print.**

Schools Finance
Dinner Monies Database User Guide
Section 5 – Reports

Weekly Reports

There are three summaries contained within the Dinner Monies Database which provide a summary of meals, milk/snacks and adult meals for the current week. These are accessed via the grey '**Reports**' section on the right hand side of the **Main Menu**.

The Detailed Summary

From the Main Menu click the '**Detailed Summary**' button.

The detailed summary provides a breakdown of the meals or milk/snacks provided during the current week, along with a summary of any payments received. This report is broken down into three sections: Pupil Meals, Pupil Milk / Snacks and Adult Meals, with a page break between each section.

Please Note: If there are no pupil names entered within the '**Pupil Milk Register**' or no adult names entered within the '**Adult Meals Register**' these sections will not appear in this report.

Pupil Meals: This summarises the total number of each type of meal provided for each class during the current week, along with any payments received. Only classes with at least one meal or one payment registered will be shown on this report.

		Number Provided						Payments Received								
Week Commencing: 02/06/2014		Mon	Tues	Wed	Thu	Fri	Total	Bfwd	Mon	Tues	Wed	Thu	Fri	Adj	Recd	Cfwd
Pupil Meals																
	Paid Pupil Meals	0	0	0	0	0	0									
	Free Pupil Meals	2	2	0	1	2	7									
	UiFSM	5	5	4	3	3	20									
	Other Meals	1	1	2	3	3	10									
Ash		**8**	**8**	**6**	**7**	**8**	**37**	**£0.00**	**£10.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£10.00**	**£10.00**
	Free Pupil Meals	2	2	2	1	1	8									
	UiFSM	2	1	2	1	1	7									
	Other Meals	1	2	1	2	2	8									
Beech		**5**	**5**	**5**	**4**	**4**	**23**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**

A maximum of 4 meal types can be shown against each class, which will only be shown if a meal or payment has been registered for the current week against that type:

Paid Pupil Meals – Meals which a pupil is required to pay for;
Free Pupil Meals – Meals registered against pupils with a Free Meals End Date (see section 2);
UiFSM – Meals registered for pupils whose class has been registered as entitled to UiFSM but do not have a Free Meals End Date (see Section 2)
Other Meals – Meals that have no cost associated to them. For example, home packed lunches.

A summary for the entire school is included at the bottom of this section:

Paid Pupil Meals	3	4	3	3	2	15									
Free Pupil Meals	4	5	3	3	3	18									
UiF SM	7	6	6	4	4	27									
Other Meals	3	3	4	5	6	21									
Total for School	**17**	**18**	**16**	**15**	**15**	**81**	**£0.00**	**£16.30**	**£10.20**	**£0.00**	**£2.10**	**£2.10**	**£0.00**	**£30.70**	**-£0.80**

Pupil Milk: This summarises the total number of milk / snacks provided for each class during the current week, along with any payments received based on whether a cost has been associated with the milk / snack. Only classes with at least one milk/snack or one payment registered will be shown on this report.

		Number Provided						Payments Received								
Week Commencing: 02/06/2014		Mon	Tues	Wed	Thu	Fri	Total	Bfwd	Mon	Tues	Wed	Thu	Fri	Adj	Recd	Cfwd
Pupil Milk																
	Paid Pupil Milk	1	0	0	1	1	3									
	Free Pupil Milk	2	2	2	1	1	8									
Ash		**3**	**2**	**2**	**2**	**2**	**11**	**-£0.35**	**£0.00**	**£0.00**	**£0.00**	**£0.70**	**£0.00**	**£0.00**	**£0.70**	**-£0.30**
	Paid Pupil Milk	1	1	1	1	1	5									
	Free Pupil Milk	0	1	0	1	1	3									
Beech		**1**	**2**	**1**	**2**	**2**	**8**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**-£1.25**

A maximum of 2 meal types can be shown against each class, which will only be shown if a meal or payment has been registered for the current week against that type:

> **Paid Pupil Milk**: This summarises the total number of milk, or snacks, provided that have a cost greater than £0.00 within the **Meal Rates** screen (see Section 1).
> **Free Pupil Milk**: This summarises the total number of milk, or snacks, provided that have a cost of £0.00 within the **Meal Rates** screen (see Section 1).

A summary for the entire school is included at the bottom of this section:

Paid Pupil Milk	2	1	1	2	2	8									
Free Pupil Milk	2	3	2	2	2	11									
Total for School	**4**	**4**	**3**	**4**	**4**	**19**	**-£0.35**	**£0.00**	**£0.00**	**£0.00**	**£0.70**	**£0.00**	**£0.00**	**£0.70**	**-£1.55**

Adult Meals: This summarises the total number of meals provided for each adult during the current week, along with any payments received based on the type of meal provided. Only adults with at least one meal or one payment registered will be shown on this report.

		Number Provided						Payments Received								
Week Commencing: 02/06/2014		Mon	Tues	Wed	Thu	Fri	Total	Bfwd	Mon	Tues	Wed	Thu	Fri	Adj	Recd	Cfwd
Adult Meals																
	Paid (Non-VAT)	0	1	0	0	0	1									
Banyard Steve		**0**	**1**	**0**	**0**	**0**	**1**	**£0.00**	**£0.00**	**£2.10**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£2.10**	**£0.00**
	Paid (inc Vat)	0	1	0	0	0	1									
	Paid (Non-VAT)	1	0	0	0	1	2									
	Free Adult Meals	0	0	1	0	0	1									
Blazey Kevin		**1**	**1**	**1**	**0**	**1**	**4**	**£0.00**	**£5.00**	**£1.78**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£6.78**	**£0.00**

A maximum of 3 meal types can be shown against each adult, which will only be shown if a meal or payment has been registered for the current week against that type:

Paid (Inc VAT) – These are meals registered that were marked as VATable within the Meal Rates screen (see Section 1) **with** an associated cost
Paid (Non-VAT) – These are meals registered that were **not** marked as VATable within the Meal Rates screen (see Section 1)
Free Adult Meals – These are meals registered without a cost within the Meal Rates screen (see Section 1), regardless of whether that meal rate is VATable or Non-VATable.

A summary for all adults is included at the bottom of this section:

Paid (inc VAT)	1	1	1	0	1	4									
Paid (Non-VAT)	1	1	0	0	1	3									
Free Adult Meals	2	2	2	2	1	9									
Total for School	**4**	**4**	**3**	**2**	**3**	**16**	**£0.00**	**£8.00**	**£3.88**	**£2.50**	**£0.00**	**£0.00**	**£0.00**	**£14.38**	**-£2.24**

The Weekly Summary

From the Main Menu click the '**Weekly Summary**' button.

Meals/Payment Summary: The weekly summary provides a breakdown of the meals or milk/snacks provided during the current week, along with a summary of any payments received, as a total for the entire school / all adults.

Weekly Summary Week Commencing: 02/06/2014

Pupil Meals Provided

	Mon	Tues	Wed	Thu	Fri	Total
Paid Pupil Meals	3	4	3	3	2	**15**
Free Pupil Meals	4	5	3	3	3	**18**
UiFSM Pupil Meals	7	6	6	4	4	**27**
Other Meals	3	3	4	5	6	**21**
Total Meals	17	18	16	15	15	**81**

Pupil Milk Provided

	Mon	Tues	Wed	Thu	Fri	Total
Paid Pupil Milk	2	1	1	2	2	**8**
Free Pupil Milk	2	3	2	2	2	**11**
Total Adult Meals	4	4	3	4	4	**19**

Adult Meals Provided

	Mon	Tues	Wed	Thu	Fri	Total
VATable Adult Meals	1	1	1	0	1	**4**
Non-VATable Adult Meals	1	1	0	0	1	**3**
Free Adult Meals	2	2	2	2	1	**9**
Total Adult Meals	4	4	3	2	3	**16**

Payments Received

	Mon	Tues	Wed	Thu	Fri	Total
Pupil Meals	£16.30	£10.20	£0.00	£2.10	£2.10	**£30.70**
Pupil Milk	£0.00	£0.00	£0.00	£0.70	£0.00	**£0.70**
Adult Meals	£18.00	£3.88	£2.50	£1.00	£0.00	**£25.38**
Total	£34.30	£14.08	£2.50	£3.80	£2.10	**£56.78**

Please Note: If there are no pupil names entered within the '**Pupil Milk Register**' or no adult names entered within the '**Adult Meals Register**' these sections will not appear in this report.

If the '**Multiple Sittings**' option has been activated (see Section 1) the "**Pupil Meals Provided**" section will be summarised per sitting:

Pupil Meals Provided

Sitting: 12:00	Mon	Tues	Wed	Thu	Fri	Total
Paid Pupil Meals	0	0	0	0	0	**0**
Free Pupil Meals	4	4	2	2	3	**15**
UiFSM Pupil Meals	7	6	6	4	4	**27**
Other Meals	2	3	3	5	5	**18**
Total Meals	13	13	11	11	12	**60**

Pupil Meals Provided

Sitting: 12:40	Mon	Tues	Wed	Thu	Fri	Total
Paid Pupil Meals	3	4	3	3	2	**15**
Free Pupil Meals	0	1	1	1	0	**3**
UiFSM Pupil Meals	0	0	0	0	0	**0**
Other Meals	1	0	1	0	1	**3**
Total Meals	4	5	5	4	3	**21**

Banking Summary: A summary of the banking registered during the current week is also included within this report:

Banking Summary

Paying-In Slip	Date	Amount	Banking Type
00001	06-Jun-14	£5.50	Adult Meals - VATable
00001	06-Jun-14	£10.00	Pupil Snacks
00001	06-Jun-14	£23.00	Adult Snacks
00001	06-Jun-14	£7.10	Adult Meals - Non-VATable
00001	06-Jun-14	£18.00	Pupil Meals
	Total Banked	**£63.60**	

Banking Type	Bfwd	Payments	Banked	Cfwd
Pupil Meals	£0.00	£30.70	£18.00	**£12.70**
Pupil Milk	£0.00	£0.70	£0.00	**£0.70**
Adult Meals - Non-VATable	£0.00	£7.10	£7.10	£0.00
Adult Meals - Unassigned	£0.00	£1.00	£0.00	**£1.00**
Adult Meals - VATable	£0.00	£17.28	£5.50	**£11.78**
Total **	£0.00	£56.78	£30.60	**£26.18**

** Please Note: These figures ignore any banking made for Pupil or Adult Snacks

Please Note: Any banking made that relates to snacks (Adults and Pupils) that are not registered within the Dinner Monies Database, can be entered within the banking screen, however, this banking will not contribute to any carry forward amounts.

Star Accounts Summary: All income banked relating to school meals / snacks must have a corresponding income transaction entered into Star Accounts. A summary of the amounts and coding details relating to the current weeks banking is also provided to assist this process.

Star Accounts Please ensure that transactions totalling the following amounts have been entered into Star Accounts for the current week.

Subj	Description	Gross	VAT Rate	VAT	Nett
93240	Pupil Meals (NCS Only)	£18.00	**T**	£0.00	£18.00
93270	Adult Meals - VATable (NCS Only)	£5.50	**A**	£0.92	£4.58
93280	Adult Meals NON-VATable (NCS Only)	£7.10	**Z**	£0.00	£7.10
93290	Snack Monies (NCS Only)	£33.00	**T**	£0.00	£33.00
93200	Meals General (nb relates to Milk)	£0.00	**T**	£0.00	£0.00

Please Note: If you do not purchase your meals from NORSE subjective code 93200 (Meals - General) should be used to record all of the above income within Star Accounts.

Entered into Star Accounts by: ..... Date: .....

Voucher Numbers: .....

Authorisation: This report must be signed the authorising officer each week to authorise that the database is an accurate reflection of School Meals and Milk provided during the current week.

I authorise that this statement agrees to the monies banked and is an accurate register of Milk and Meals provided.

I confirm that I have checked and counter signed the paying-in slips to ensure that bankings are entire and reconcile to this statement.

Authorised by ..... **Date** .....

Norfolk Primary School (9999) Page 1 of 2 26/06/2014 11:44:36

This report must be kept for audit purposes.

The Kitchen Summary

From the Main Menu click the '**Kitchen Summary**' button.

The Kitchen Summary provides a summary of the number of pupil and adult meals required each day, along with a summary of the number of meals according to the meal rate entered.

Pupil Meals by Payment Type

	Mon	Tues	Wed	Thu	Fri	Total
Paid Pupil Meals	3	4	3	3	2	**15**
Free Pupil Meals	4	5	3	3	3	**18**
UiFSM Pupil Meals	7	6	6	4	4	**27**
Other Meals	3	3	4	5	6	**21**
Total Meals	17	18	16	15	15	**81**

Pupil Meals by Meal Rate

		Mon	Tues	Wed	Thu	Fri	Total
H £0.00	Home Packed Lunch	3	3	4	5	6	**21**
N £2.10	Vegan Meal	2	2	2	2	1	**9**
P £2.10	Pupil Meal	10	11	8	6	7	**42**
V £2.10	Vegetarian Meal	2	2	2	1	1	**8**
X £2.25	Christmas Lunch	0	0	0	1	0	**1**
	Total Meals	17	18	16	15	15	**81**

Meal rates will only be shown if they have been used at least once during the current week.

Adult Meals by Payment Type

	Mon	Tues	Wed	Thu	Fri	Total
VATable Adult Meals	1	1	1	0	1	**4**
Non-VATable Adult Meals	1	1	0	0	1	**3**
Free Adult Meals	2					
Total Adult Meals	4					

The adult meals section will only appear if at least one Adult has been created within the database.

Adult Meals by Meal Rate

		Mon	Tues	Wed	Thu	Fri	Total
A £2.58	Adult Meals + VAT	1	1	1	0	1	**4**
B £2.10	Adult Meals - Non-VAT	1	1	0	0	1	**3**
D £0.00	Duty Voucher	2	2	2	2	1	**9**
	Total Meals	4	4	3	2	3	**16**

If the '**Multiple Sittings**' option has been activated (see Section 1) the "**Pupil Meals**" section will be summarised per sitting:

Sitting: 1 **Start Time: 12:00**

Pupil Meals by Payment Type

	Mon	Tues	Wed	Thu	Fri	Total
Paid Pupil Meals	0	0	0	0	0	**0**
Free Pupil Meals	4	4	2	2	3	**15**
UiFSM Pupil Meals	7	6	6	4	4	**27**
Other Meals	2	3	3	5	5	**18**
Total Meals	13	13	11	11	12	**60**

Pupil Meals by Meal Rate

		Mon	Tues	Wed	Thu	Fri	Total
H £0.00	Home Packed Lunch	2	3	3	5	5	**18**
N £2.10	Vegan Meal	1	1	1	1	1	**5**
P £2.10	Pupil Meal	9	8	6	4	6	**33**
V £2.10	Vegetarian Meal	1	1	1	0	0	**3**
X £2.25	Christmas Lunch	0	0	0	1	0	**1**
	Total Meals	13	13	11	11	12	**60**

Pupil Meal Reports

Class Summary

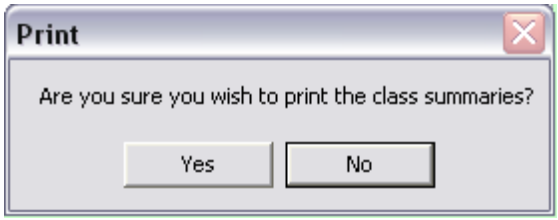
A printable version of the meals and payments registered for the current week can be viewed within either the '**Current Week**' or '**Archive Weeks**' for Pupil Meals by opening the required screen and clicking the '**Class Summaries**' button.

Pupil Meal Details By Class - Week Commencing 02/06/2014

Class: Ash		Meal Required						Payments Received					Total	Total		
Pupil	Bfwd	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Due	Paid	Adj	Cfwd
Adams Matthew	£0.00	P	P	P	P	P	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Baldry Stuart	£0.00	P	P		X	P	£10.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10.00	£0.00	£10.00
Blazey Kevin	£0.00	P	P			P	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Harris Stephanie	£0.00	N	N	N	N	N	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Knights Linda	£0.00	P	P	H	H	H	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Pedley Lynden	£0.00	P	P	P	P	P	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Stanford James	£0.00	H	H	H	H	H	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Webster Belinda	£0.00	V	V	V	H	H	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Totals	£0.00	8	8	6	7	8	£10.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10.00	£0.00	£10.00

Please Note: If the class summary is accessed from the '**Archive Weeks**' screen the details held within the report will relate to the '**Week Commencing**' shown in the drop down list at the top of the screen (see Section 2).

Class Summaries can also be printed without previewing them by clicking the '**Print Summaries**' button. This option is only available in the **current week**.

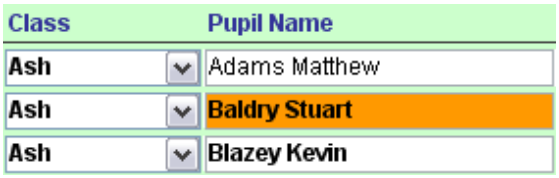


Click '**Yes**' or '**No**' as required. Remember: This report prints a summary for each class, separated by page breaks, regardless of whether any meals or payments have been registered.

If you wish to print the summary for a specific class, or selection of classes, click the '**Class Summaries**' button to preview the report first and then select the required pages from the printer options shown when '**Print**' within the toolbar is selected.

Pupil Specific Summary

A report detailing all meals and payments registered for a specific pupil during the current academic year can be accessed by double clicking the required '**Pupil Name**' within the '**Current Week**'.



The name of the pupil will be highlighted when it is clicked.

School Meals Summary - Stuart Baldry

			Meal Type				Payments Received					Total	Total		
Week	Bfwd	M	T	W	Th	F	Mon	Tues	Wed	Thur	Fri	Due	Paid	Adj	Cfwd Notes
12/05/2014	£0.00	P	P		X	P	£2.10	£0.00	£0.00	£2.15	£2.10	£0.00	£6.35	£0.00	£6.35
19/05/2014	£6.35	P	P		X	P	£0.00	£0.00	£0.00	£0.00	-£6.35	£0.00	-£6.35	£0.00	£0.00
02/06/2014	£0.00	P	P		X	P	£10.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10.00	£0.00	£10.00

Please Note: This report will also contain the meals and payments details entered for the current "Week Commencing", which should be the last line of the report.

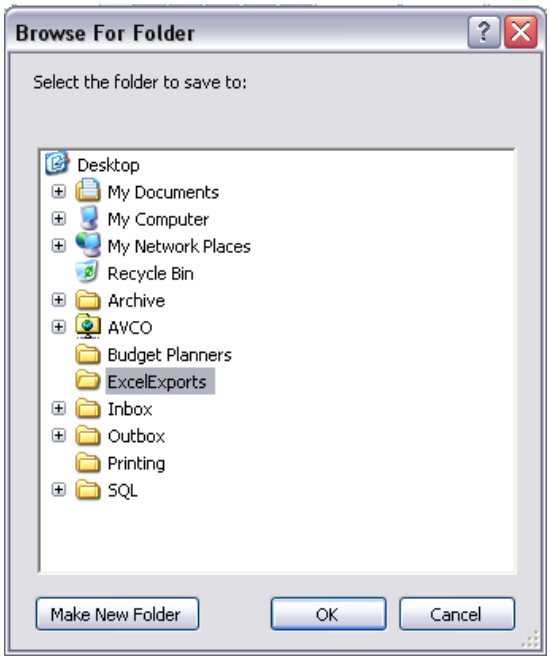
Pupil Specific Summary – Excel Export

A version of the pupil summary, as described above, can be exported to Microsoft Excel. From the '**Pupil Meals Register**' screen click the '**Export**' button at the top of the screen.

Archive Export
Do you wish to export the archive details for all pupils (Yes),
or the archive for 'Stuart Baldry' only (No)?
Yes
No
Cancel

Click '**Yes**' to export the archive files for all pupils held within the Dinner Monies Database, '**No**' to export only the stated pupil, or '**Cancel**' to stop the export.

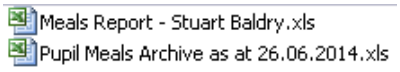
Please Note: The specific pupil stated within this message will be whichever pupil name is currently highlighted with an orange background.



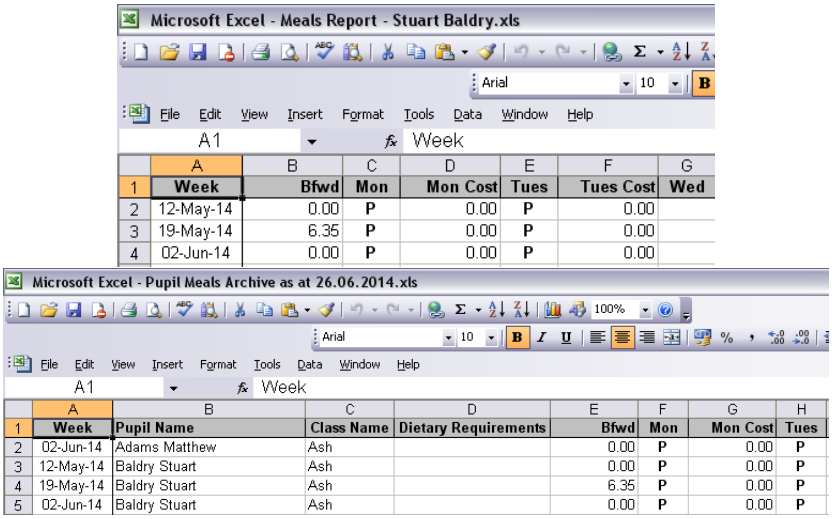
Highlight the folder/location that you wish to export the Excel export to, by clicking it once, and then click '**OK**'.

The requested Excel file will open on screen once it has been exported and formatted.

Depending on the option selected either a file called "Pupil Meals Archive as at DD.MM.YYYY.xls" will be created or a file called "Meals Report – PupilName.xls" will be created.



If a file with the same name already exists within the selected location it will be overwritten.



Pupil Meals – Dietary Requirements

To view a report listing all pupils within the '**Pupil Meals Register**' with a specific dietary requirement, click the '**Dietary Needs**' button.

Pupils With Specific Dietary Requirements - Pupil Meals

Class	Pupil Name	Dietary Requirements
Seahorses	Stanford James	Vegetarian

Pupil Milk / Snacks Reports

Class Summary

A printable version of the milk / snacks and payments registered for the current week can be viewed within either the '**Current Week**' or '**Archive Weeks**' for Pupil Milk / Snacks by opening the required screen and clicking the '**Class Summaries**' button.

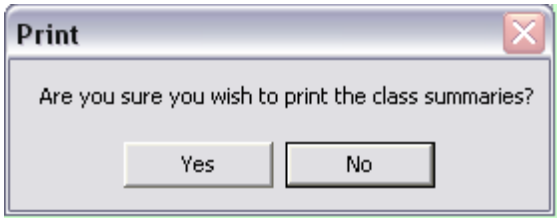
Pupil Milk / Snack Details By Class - Week Commencing 02/06/2014

Class: Ash

		Meal Required					Payments Received					Total	Total		
Pupil	Bfwd	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Due	Paid	Adj	Cfwd
Adams Matthew	£0.00						£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Baldry Stuart	-£0.35	O	F	F	M	M	£0.00	£0.00	£0.00	£0.50	£0.00	£0.65	£0.50	£0.00	-£0.50
Blazey Kevin	£0.00	F	F	F	F	F	£0.00	£0.00	£0.00	£0.20	£0.00	£0.00	£0.20	£0.00	£0.20
Harris Stephanie	£0.00						£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Knights Linda	£0.00						£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Pedley Lynden	£0.00						£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Stanford James	£0.00						£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Webster Belinda	£0.00	F					£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Totals	-£0.35	3	2	2	2	2	£0.00	£0.00	£0.00	£0.70	£0.00	£0.65	£0.70	£0.00	-£0.30

Please Note: If the class summary is accessed from the '**Archive Weeks**' screen the details held within the report will relate to the '**Week Commencing**' shown in the drop down list at the top of the screen (see Section 2).

Class Summaries can also be printed without previewing them by clicking the '**Print Summaries**' button. This option is only available in the **current week**.

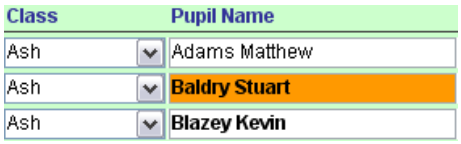


Click '**Yes**' or '**No**' as required. Remember: This report prints a summary for each class, separated by page breaks, regardless of whether any milk / snacks or payments have been registered.

If you wish to print the summary for a specific class, or selection of classes, click the '**Class Summaries**' button to preview the report first and then select the required pages from the printer options shown when '**Print**' within the toolbar is selected.

Pupil Specific Summary

A report detailing all meals and payments registered for a specific pupil during the current academic year can be accessed by double clicking the required '**Pupil Name**' within the '**Current Week**'.



The name of the pupil will be highlighted when it is clicked.

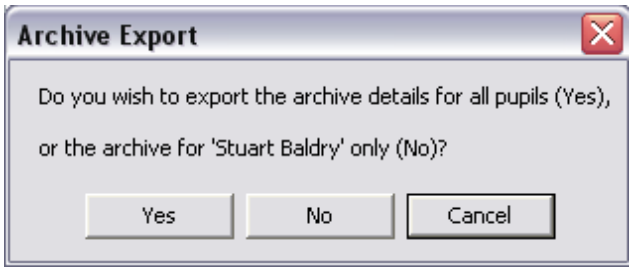
School Milk / Snacks Summary - Stuart Baldry

Week	Bfwd	Meal Type M	T	W	Th	F	Payments Received Mon	Tues	Wed	Thur	Fri	Total Due	Total Paid	Adj	Cfwd	Notes
19/05/2014	£0.00	0	F	F	M	M	£0.00	£0.00	£0.00	£0.00	£0.30	£0.65	£0.30	£0.00	-£0.35	Test Note
02/06/2014	-£0.35	0	F	F	M	M	£0.00	£0.00	£0.00	£0.50	£0.00	£0.65	£0.50	£0.00	-£0.50	

Please Note: This report will also contain the milk/snack and payments details entered for the current "Week Commencing", which should be the last line of the report.

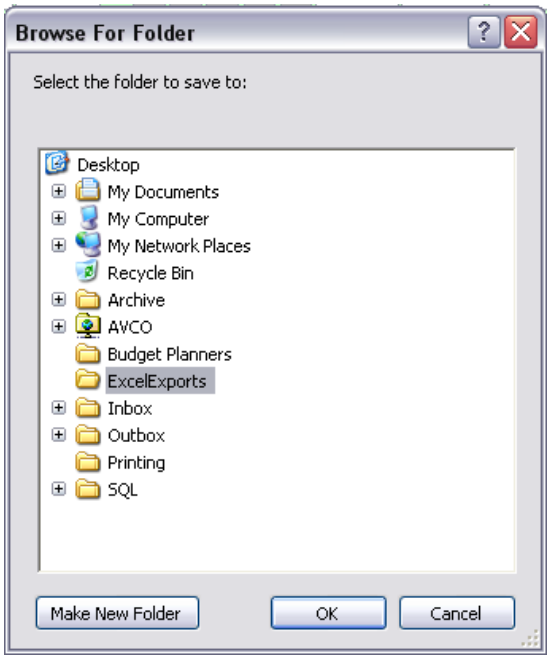
Pupil Specific Summary – Excel Export

A version of the pupil summary, as described above, can be exported to Microsoft Excel. From the '**Milk** / **Snacks Register**' screen click the '**Export**' button at the top of the screen.


Archive Export
Do you wish to export the archive details for all pupils (Yes),
or the archive for 'Stuart Baldry' only (No)?
Yes
No
Cancel

Click '**Yes**' to export the archive files for all pupils held within the Dinner Monies Database, '**No**' to export only the stated pupil, or '**Cancel**' to stop the export.

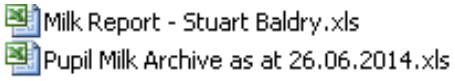
Please Note: The specific pupil stated within this message will be whichever pupil name is currently highlighted with an orange background.



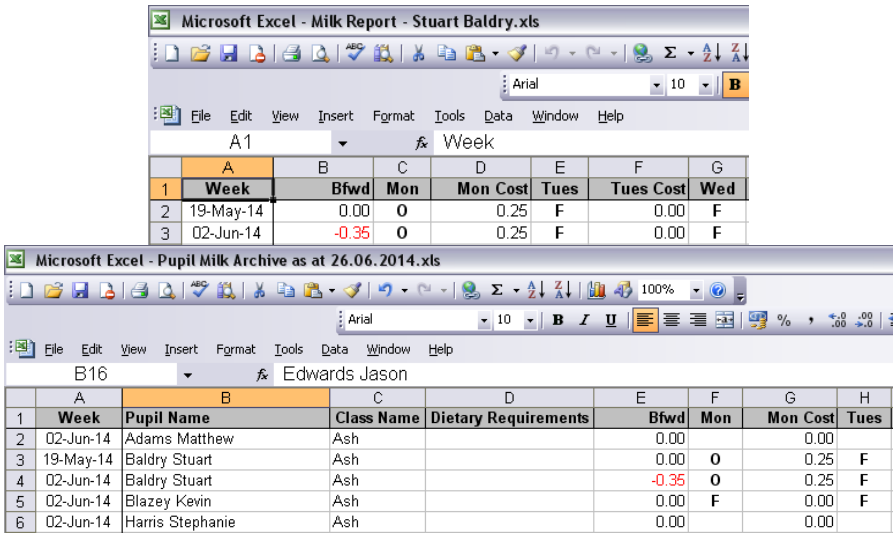
Highlight the folder/location that you wish to export the Excel export to, by clicking it once, and then click '**OK**'.

The requested Excel file will open on screen once it has been exported and formatted.

Depending on the option selected either a file called "Pupil Milk Archive as at DD.MM.YYYY.xls" will be created or a file called "Milk Report – PupilName.xls" will be created.



If a file with the same name already exists within the selected location it will be overwritten.


Microsoft Excel - Milk Report - Stuart Baldry.xls
File Edit View Insert Format Tools Data Window Help
A1
Week
Microsoft Excel - Pupil Milk Archive as at 26.06.2014.xls
File Edit View Insert Format Tools Data Window Help
B16
Edwards Jason

	A	B	C	D	E	F	G	H
1	Week	Pupil Name	Class Name	Dietary Requirements	Bfwd	Mon	Mon Cost	Tues
2	02-Jun-14	Adams Matthew	Ash		0.00		0.00	
3	19-May-14	Baldry Stuart	Ash		0.00	O	0.25	F
4	02-Jun-14	Baldry Stuart	Ash		-0.35	O	0.25	F
5	02-Jun-14	Blazey Kevin	Ash		0.00	F	0.00	F
6	02-Jun-14	Harris Stephanie	Ash		0.00		0.00	

Pupil Milk / Snacks – Dietary Requirements

To view a report listing all pupils within the '**Milk** / **Snacks Register**' with a specific dietary requirement, click the '**Dietary Needs**' button.

Pupils With Specific Dietary Requirements - Pupil Milk / Snacks

Class	Pupil Name	Dietary Requirements
Seahorses	Stanford James	Vegetarian

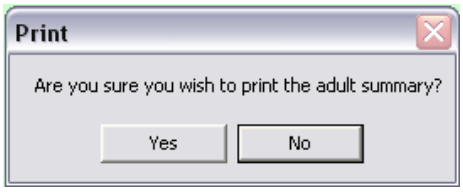
Adult Meal Reports

Adult Summary

A printable version of the meals and payments registered for the current week can be viewed within either the '**Current Week**' or '**Archive Weeks**' for Adult Meals by opening the required screen and clicking the '**Adult Summary**' button.

Please Note: If the summary is accessed from the '**Archive Weeks**' screen the details held within the report will relate to the '**Week Commencing**' shown in the drop down list at the top of the screen (see Section 2).

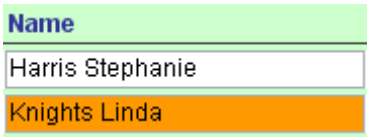
The Adult Summary can also be printed without previewing it by clicking the '**Print Summary**' button. This option is only available in the **current week**.



Click '**Yes**' or '**No**' as required.

Adult Specific Summary

A report detailing all meals and payments registered for a specific adult during the current academic year can be accessed by double clicking the required '**Name**' within the '**Current Week**'.



The name of the adult will be highlighted when it is clicked. If an adult has been created twice (see Section 4) both records will be shown in this report.

Adult Meals Summary - Kevin Blazey

Week	Bfwd	VAT	Meal Type M	T	W	Th	F	Payments Received Mon	Tues	Wed	Thur	Fri	Total Due	Total Paid	Adj	Cfwd	Notes
02/06/2014	£0.00	☑						£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
02/06/2014	£0.00	☐	**B**	**A**		**D**		**B**	**£5.00**	**£1.78**	£0.00	£0.00	£0.00	£0.00	**£6.78**	**£6.78**	£0.00	

Please Note: This report will also contain the meals and payment details entered for the current "Week Commencing", which should be the last line of the report.

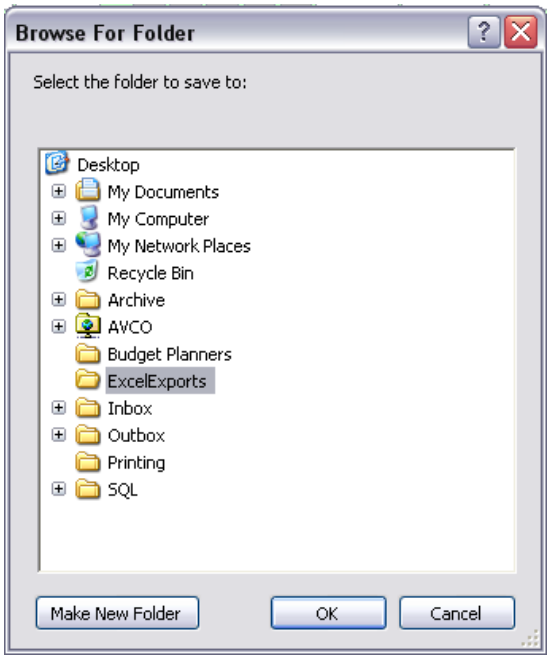
Adult Specific Summary – Excel Export

A version of the adult summary, as described above, can be exported to Microsoft Excel. From the '**Adult Meals Register**' screen click the '**Export**' button at the top of the screen.

Archive Export
Do you wish to export the archive details for all adults (Yes),
or the archive for 'Linda Knights' only (No)?
Yes
No
Cancel

Click '**Yes**' to export the archive files for all adults held within the Dinner Monies Database, '**No**' to export only the stated adult, or '**Cancel**' to stop the export.

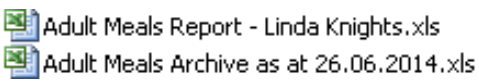
Please Note: The specific adult stated within this message will be whichever adult name is currently highlighted with an orange background.



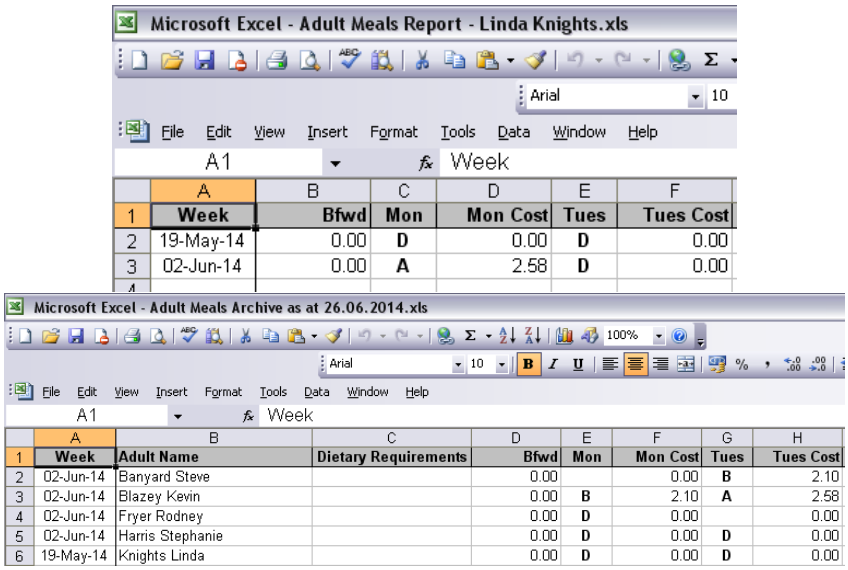
Highlight the folder/location that you wish to export the Excel export to, by clicking it once, and then click '**OK**'.

The requested Excel file will open on screen once it has been exported and formatted.

Depending on the option selected either a file called "Adult Meals Archive as at DD.MM.YYYY.xls" will be created or a file called "Adult Meal Report – Adult Name.xls" will be created.



If a file with the same name already exists within the selected location it will be overwritten.


Microsoft Excel - Adult Meals Report - Linda Knights.xls
File Edit View Insert Format Tools Data Window Help
A1
Week
Week | Bfwd | Mon | Mon Cost | Tues | Tues Cost
19-May-14 | 0.00 | D | 0.00 | D | 0.00
02-Jun-14 | 0.00 | A | 2.58 | D | 0.00
Microsoft Excel - Adult Meals Archive as at 26.06.2014.xls
File Edit View Insert Format Tools Data Window Help
A1
Week
Week | Adult Name | Dietary Requirements | Bfwd | Mon | Mon Cost | Tues | Tues Cost
02-Jun-14 | Banyard Steve | | 0.00 | | 0.00 | B | 2.10
02-Jun-14 | Blazey Kevin | | 0.00 | B | 2.10 | A | 2.58
02-Jun-14 | Fryer Rodney | | 0.00 | D | 0.00 | | 0.00
02-Jun-14 | Harris Stephanie | | 0.00 | D | 0.00 | D | 0.00
19-May-14 | Knights Linda | | 0.00 | D | 0.00 | D | 0.00

Adult Meals – Dietary Requirements

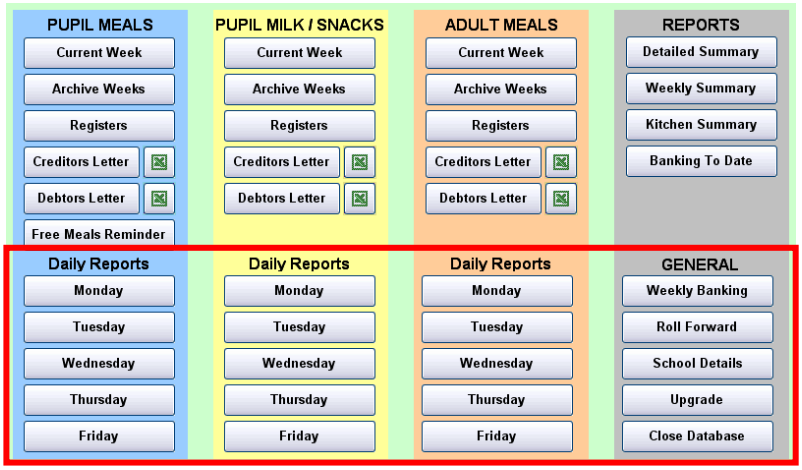
To view a report listing all adults within the '**Adult Meals Register**' with a specific dietary requirement, click the '**Dietary Needs**' button.

Adults With Specific Dietary Requirements

Adult Name	Dietary Requirement
Knights Linda	Fish Allergy

Daily Reports

For each section of the Dinner Monies Database it is possible to view a report showing a detailed listing of the meals required for a specific day. From the **Main Menu** click the day you wish to view the report for, within the required section:



All daily reports within the Dinner Monies Database will automatically print with a page break between each class unless the option to remove these page breaks has been removed (see Section 1).

Pupil Meals

This report states the class, pupil name, dietary requirement and meal type requested for each pupil that has had a meal registered on the requested day. If the '**Multiple Sittings**' (see Section 1) option has been activated this report will also state the sitting start time for each class.

Pupil Meals: Monday **w/c: 02/06/2014** **Total Meals: 14**

Class	Pupil Name	Dietary Needs	Meal Type
Sitting 1	**Start Time 12:00**		
Ash	Adams Matthew		Pupil Meal
Ash	**Baldry Stuart**		Pupil Meal
Ash	**Blazey Kevin**		Pupil Meal
Ash	Harris Stephanie		Vegan Meal

Please Note: If page breaks have been removed (see Section 1) the '**Total Meals**' number shown on the top right of the report will show the total number of meals required on that day for the entire school. If page breaks have not been removed the total will relate to that pages class only.

Pupil Names highlighted in bold are those registered with a '**Free Meals End Date**' (see Section 2).

Pupil Milk / Snacks

This report states the class, pupil name, dietary requirement and milk / snack type requested for each pupil that has had milk / snacks registered on the requested day.

Pupil Milk / Snacks: Monday w/c: 02/06/2014 Total Milk / Snacks: 4

Class	Pupil Name	Dietary Needs	Milk / Snack Type
Ash	**Baldry Stuart**		Fruit
Ash	**Blazey Kevin**		Free Pupil Milk
Ash	Webster Belinda		Free Pupil Milk

Please Note: If page breaks have been removed (see Section 1) the '**Total Milk / Snacks**' number shown on the top right of the report will show the total number of meals required on that day for the entire school. If page breaks have not been removed the total will relate to that pages class only.

Pupil Names highlighted in bold are those registered with a '**Free Meals End Date**' (see Section 3).

Adult Meals

This report states the name, dietary requirement and meal requested for each adult that has had a meal registered on the requested day

Adult Meals: Monday w/c: 02/06/2014 Total Meals: 4

Name	Dietary Needs	Meal Type
Blazey Kevin		Adult Meals - Non-VAT
Fryer Rodney		Duty Voucher
Harris Stephanie		Duty Voucher
Knights Linda	Fish Allergy	Adult Meals + VAT

Please Note: Page breaks are not required within the adult meals daily reports, therefore, the '**Total Meals**' shown in the top right of the report relates to all adult meals required for the requested day.

Banking to Date Report

A report listing all banking registered within the Dinner Monies Database during the current academic year can be accessed by clicking the '**Banking to Date**' button, which is found within the '**General**' section of the **Main Menu**.

Banking To Date

Week	Paying-In Slip Number	Date Banked	Amount	Banking Type	Notes
12/05/2014	000023	16-May-14	£6.35	Pupil Meals	
	Total Banked for w/c: 12/05/2014		**£6.35**		
19/05/2014	000024	23-May-14	£0.50	Pupil Milk	
19/05/2014	000024	23-May-14	£2.58	Adult Meals - VATable	Note 1
	Total Banked for w/c: 19/05/2014		**£3.08**		

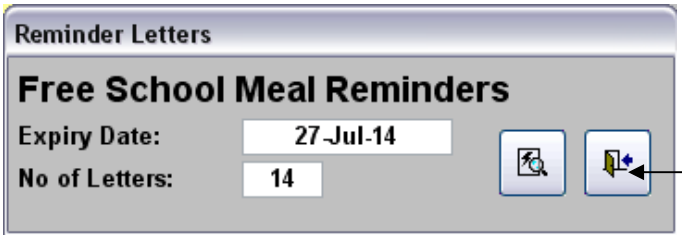
This report shows the total banking made for the current academic year summarised per week, including any notes made regarding the banking. A summary of the total banking made for the current academic year according to the type of banking made is included at the bottom of this report:

Summary By Type	Total To Date: £9.43		
Pupil Meals	**£6.35**	**Adult Meals - VATable**	**£2.58**
Pupil Milk	**£0.50**	**Adult Meals - Non-VATable**	**£0.00**
Pupil Snacks	**£0.00**	**Adult Snacks**	**£0.00**

Schools Finance
Dinner Monies Database User Guide
Section 6 – Producing Letters

Free School Meal Reminders

From the '**Pupil Meals**' section of the **Main Menu**, click the '**Free Meals Reminder**' button.



Click to '**Exit**'.

Enter the required Free Meals '**Expiry Date**' that you wish to produce letters for. The letters produced will include all pupils whose free meal entitlement expires up to, and including, this date. The first time this feature is used this date will default to today's date plus 30 days, once the feature has been used the date will default to the previously used date.

After the date has been entered the '**No of Letters**' will update to show the number of pupils whose free meal entitlement expires prior to the date entered. If this is 0 then no letters are required.

Click the '**Preview**' button to view the letters on screen. Select '**Print**' within the '**Options**' toolbar to print the letters.

Dear Parent / Carer of Stuart Baldry,

Free School Meal Entitlement

According to our records it appears that the Free School Meal Entitlement for Stuart Baldry expires on 20 June 2014. Unless this entitlement is renewed you may be expected to pay for any meals provided after this date.

Please contact the school office if you require an application form, or have any queries.

Yours faithfully,

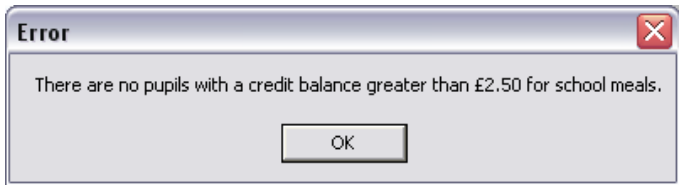
Mr J Stanford

The school logo and a scanned signature will only appear on these letters if the correct files have been placed in the Dinner Monies Database folder (see Section 1).

Creditors Letters

Creditors' letters can be produced for each type of meal (pupil or adult), and milk / snacks, by clicking the '**Creditors Letter**' button within the relevant section.

If a minimum level for Creditors has been set within the '**School Details**' screen (see Section 1), only credit balances greater than or equal to that amount will have a letter produced. If no balances above the minimum level exist a message similar to the following will appear:



Dear Parent / Carer of Stuart Baldry,

Dinner Money Credit

As at 30 June 2014 your child is £10.00 in credit for school meals.

Please complete the slip below to indicate what arrangements you would like to make for the credit balance.

If you have any queries please do not hesitate to contact us.

Yours faithfully,

Mr J Stanford

The school logo and a scanned signature will only appear on these letters if the correct files have been placed in the Dinner Monies Database folder (see Section 1).

☐ Please refund me fully

☐ Please transfer any credit to another child I have at the school (please state child name)

☐ I would like to donate the remaining credit to the school

This option will not be shown in Adult Creditors letters.

Signed.....Date.....

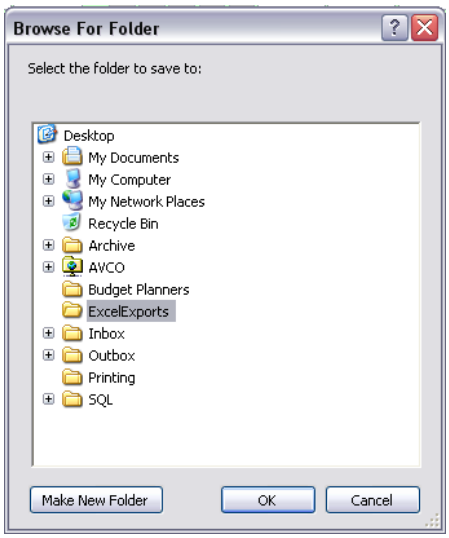
Select '**Print**' within the '**Options**' toolbar to print the letters.

Pupil/Adult Names: If names are entered into the Dinner Monies Database surname first a tick can be entered into the '**Pupil Names Entered Surname First**' field within the '**School Details**' screen (see Section 1), to show the names in the format Forename space Surname.

Creditors List - Export to Excel

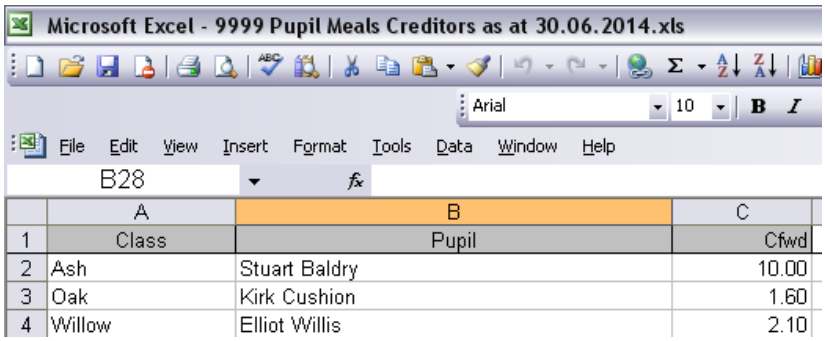
If you would prefer to produce your own letters based on the balances held within the Dinner Monies Database a list of pupil names and balances can be exported to Microsoft Excel to be used in a mailmerge.

Click the '**Excel**' button within the required section of the **Main Menu**.



Highlight the folder/location that you wish to export the Excel export to, by clicking it once, and then click '**OK**'.

The requested Excel file will open on screen once it has been exported and formatted.


Microsoft Excel - 9999 Pupil Meals Creditors as at 30.06.2014.xls
Arial
10
File Edit View Insert Format Tools Data Window Help
B28

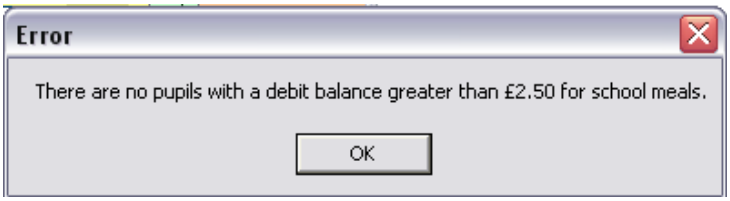
	A	B	C
1	Class	Pupil	Cfwd
2	Ash	Stuart Baldry	10.00
3	Oak	Kirk Cushion	1.60
4	Willow	Elliot Willis	2.10

The Excel file will contain the Class, Pupil Name and Carry Forward balance for pupil meals / milk, or the Adult Name and Carry Forward balance for Adult Meals. **Please Note**: The Excel file will only contain the names of pupils / adults whose credit balance is greater than or equal to the minimum level set within the '**School Details**' screen (see Section 1).

Debtors Letters

Debtors' letters can be produced for each type of meal (pupil or adult), and milk / snacks, by clicking the '**Debtor Letter**' button within the relevant section.

If a minimum level for Debtors has been set within the '**School Details**' screen (see Section 1), only debit balances greater than or equal to that amount will have a letter produced. If no balances above the minimum level exist a message similar to the following will appear:



Dear Parent / Carer of Kevin Blazey,

Dinner Money Arrears

As at 30 June 2014 your child has an outstanding balance of £5.00 for school meals.

Please arrange for the above amount to be paid in full within one week of the date of this letter after which, unfortunately, we may be unable to offer further meals.

If you have any queries relating to this matter please do not hesitate to contact us.

Yours faithfully,

Mr J Stanford

The school logo and a scanned signature will only appear on these letters if the correct files have been placed in the Dinner Monies Database folder (see Section 1).

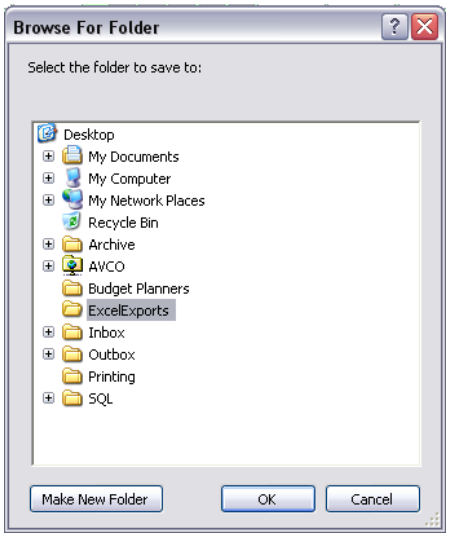
Select '**Print**' within the '**Options**' toolbar to print the letters.

Pupil/Adult Names: If names are entered into the Dinner Monies Database surname first a tick can be entered into the '**Pupil Names Entered Surname First**' field within the '**School Details**' screen (see Section 1), to show the names in the format Forename space Surname.

Debtors List - Export to Excel

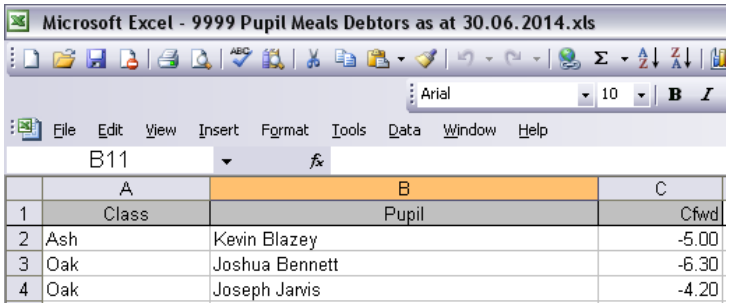
If you would prefer to produce your own letters based on the balances held within the Dinner Monies Database a list of pupil names and balances can be exported to Microsoft Excel to be used in a mailmerge.

Click the '**Excel**' button within the required section of the **Main Menu**.



Highlight the folder/location that you wish to export the Excel export to, by clicking it once, and then click '**OK**'.

The requested Excel file will open on screen once it has been exported and formatted.


Microsoft Excel - 9999 Pupil Meals Debtors as at 30.06.2014.xls
Arial
10
File Edit View Insert Format Tools Data Window Help
B11

	A	B	C
1	Class	Pupil	Cfwd
2	Ash	Kevin Blazey	-5.00
3	Oak	Joshua Bennett	-6.30
4	Oak	Joseph Jarvis	-4.20

The Excel file will contain the Class, Pupil Name and Carry Forward balance for pupil meals / milk, or the Adult Name and Carry Forward balance for Adult Meals. **Please Note**: The Excel file will only contain the names of pupils / adults whose debit balance is greater than or equal to the minimum level set within the '**School Details**' screen (see Section 1).

Schools Finance
Dinner Monies Database User Guide
Section 7 – Roll Forward

v1.01

Weekly Banking

Prior to rolling forward the Dinner Monies Database into the next week any payments received should be registered within the banking summary screen.

From the **Main Menu**, click the '**Weekly Banking**' button.

The Banking Summary

A summary of the banking held within the Dinner Monies Database for the current week is provided at the bottom of this screen, broken down according to the type of banking performed:

Banking Type	Bfwd	Payments	Banked	Cfwd
Pupil Meals	£0.00	£30.70	£18.00	£12.70
Pupil Milk	£0.00	£0.70	£0.00	£0.70
Adult Meals - Non-VATable	£0.00	£8.88	£7.10	£1.78
Adult Meals - VATable	£0.00	£16.50	£5.50	£11.00
Totals	£0.00	£56.78	£30.60	£26.18

Bfwd: If the amount banked does not equal the payments registered a balance will be carried forward into the following week as the Brought Forward (**Bfwd**) amount.

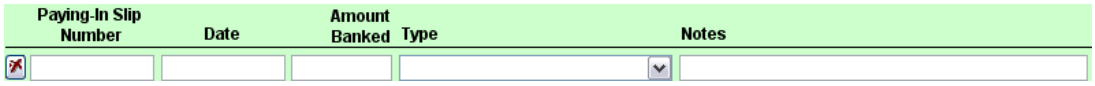
Payments: This is the total amount of payments registered for the banking Type shown, for example, the figure shown against Pupil Meals is the total amount of payments entered into the Pupil Meals screen in the current week.

Banked: This is the total amount of each banking entry that has been entered into this screen (see below), for the banking type shown.

Cfwd: This figure is calculated as **Bfwd** + **Payments** – **Banked**. Any amount within this field will be carried forward into the following week as the **Bfwd** amount.

Registering Banking

Banking entries are registered within the banking screen by entering the following details in the blank line at the bottom of the banking list:

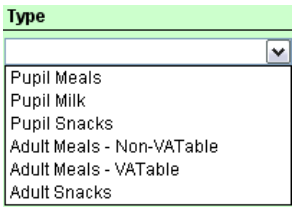


Paying-In Slip Number: Enter the unique paying-in slip number used to bank the payment.

Date: Enter the date that the payment was banked.

Amount Banked: Enter the total payment to be banked for the current banking type (see below).

Type: Each banking entry made within the Dinner Monies Database must be assigned to the specific of meal / milk that it relates to. This ensures that any unbanked income is correctly assigned (see Banking Summary above).



The Banking Type selected also informs the Star Accounts Summary within the Weekly Summary (see Section 5).

Please Note: Whilst snacks are not registered within the Dinner Monies Database any banking made for snacks can be registered within the banking screen, however, any banking registered against one of the snack rates is **not included** in any carry forward calculations.

Notes: Enter any notes relevant to the banking if required, for example, cheque numbers if a payment is received via cheques.

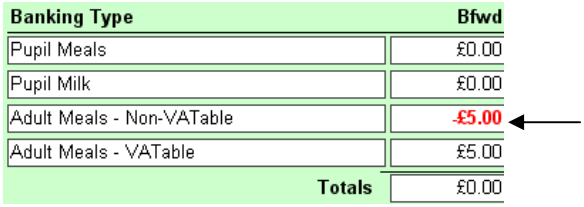
Remember: As per Section 14.6 of the "**Scheme for Financing Schools**": "All income must be banked promptly and intact, **without deductions for refunds** or petty cash payments;", therefore, care should be taken to ensure that any carry forward amounts are legitimate (for example, payments received after the banking has been performed).

Any carry forward income should be banked within the following week.

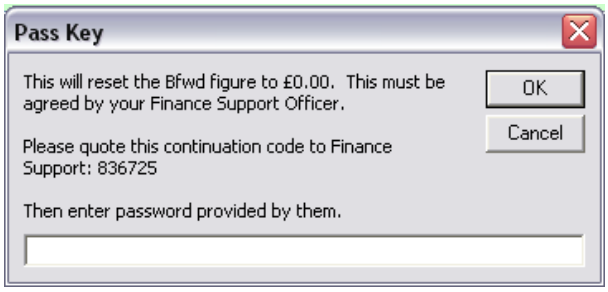
Clearing Bfwd Amounts

If the incorrect banking is selected and not corrected prior to the roll forward being completed, it is likely that there will two amounts that net to £0.00 within the **Bfwd** column of the banking summary. For example, -£5.00 in "Adult Meals – Non-VATable" and £5.00 in "Adult Meals – VATable" as the wrong adult meal type was selected when the banking entered.

If this is the case the two amounts can be cleared from the Dinner Monies Database by double clicking the **Bfwd** amount:



Banking Type	Bfwd
Pupil Meals	£0.00
Pupil Milk	£0.00
Adult Meals - Non-VATable	-£5.00
Adult Meals - VATable	£5.00
Totals	£0.00


Pass Key
This will reset the Bfwd figure to £0.00. This must be agreed by your Finance Support Officer.
OK
Cancel
Please quote this continuation code to Finance Support: 836725
Then enter password provided by them.

Telephone the Finance Support team at County Hall to obtain the required password.

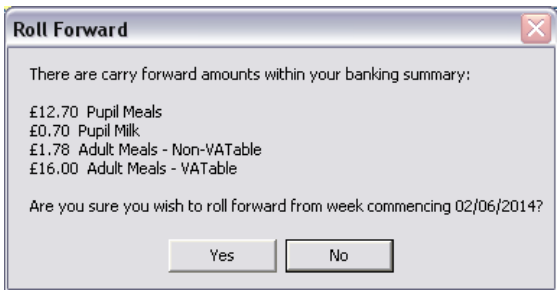
Please Note: If amounts are being cleared for Adult Meals you must ensure that any transactions entered into Star Accounts were correctly assigned to the correct VAT rate.

If the total brought forward does not net to £0.00 the above process can still be used to reset the Bfwd figure, however, the reason for any discrepancy must be thoroughly investigated and a note made to state the reason for clearing the amount.

Roll Forward

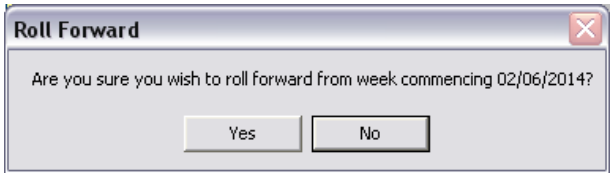
From the Main Menu click the '**Roll Forward**' button.

If there are carry forward amounts present within the Weekly Banking screen the following message will appear:


Roll Forward
There are carry forward amounts within your banking summary:
£12.70 Pupil Meals
£0.70 Pupil Milk
£1.78 Adult Meals - Non-VATable
£16.00 Adult Meals - VATable
Are you sure you wish to roll forward from week commencing 02/06/2014?
Yes
No

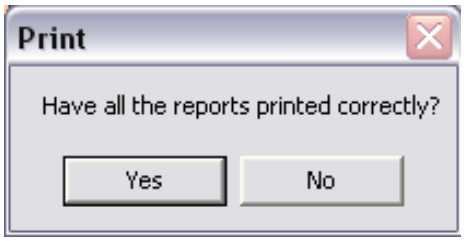
Click '**Yes**' to continue, or '**No**' to cancel. As per Section 14.6 of the "**Scheme for Financing Schools**": "All income must be banked promptly and intact, **without deductions for refunds** or petty cash payments;", therefore, care should be taken to ensure that any carry forward amounts are legitimate (for example, payments received after the banking has been performed) before clicking '**Yes**' to this message.

If there are no carry forward amounts within the Weekly Banking Screen the following message will appear:



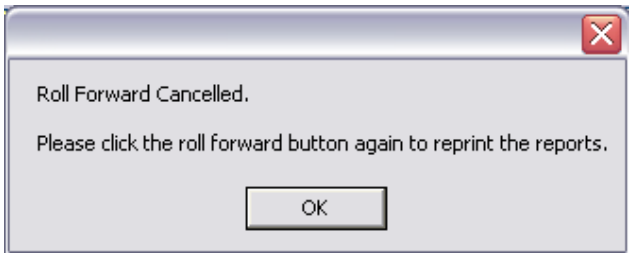
Click '**Yes**' to continue, or '**No**' to cancel.

Once '**Yes**' is clicked to either of the above messages the '**Weekly Summary**' and '**Kitchen Summary**' (see Section 5) will be printed. These are the only mandatory reports that are required when rolling forward. If any other reports have been set to print at roll forward (see Section 1) these will also be printed at this point.



Click '**Yes**' if the reports have printed correctly, or '**No**' to cancel the roll forward. Any reports that have not printed correctly cannot be reprinted once '**Yes**' is clicked.

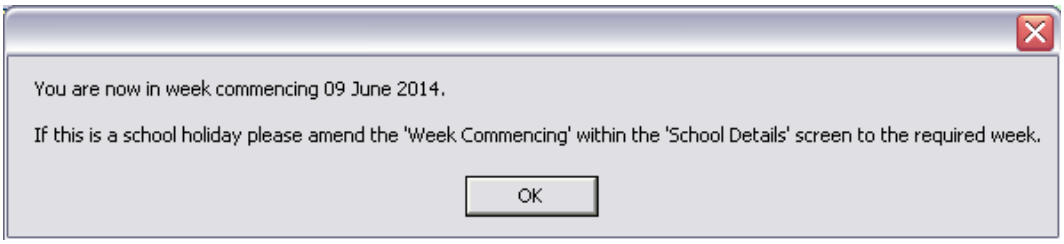
If '**No**' is selected the following message will appear:



Click '**OK**', and then click the '**Roll Forward**' again to restart the process.

If '**Yes**' is clicked the roll forward process will continue as below:

1. All data entered into the current week will be archived to the relevant archive screens.
2. Any figures shown within the '**Meal Cfwd**' / '**Milk Cfwd**' fields will be transferred to the '**Meal Bfwd**' / '**Milk Bfwd**' field.
3. For "**unlocked**" pupils / adults (see Sections 2, 3 and 4) all meals registered for the current week will be removed. Any "**locked**" pupils / adults will carry their registered meals into the next week. See below for additional guidance for "**locked**" pupils / adults.
4. All payments registered will be set to £0.00.
5. The week commencing date will be set to 7 days forward from the current week commencing date (see Section 1).


You are now in week commencing 09 June 2014.
If this is a school holiday please amend the 'Week Commencing' within the 'School Details' screen to the required week.
OK

Click '**OK**'.

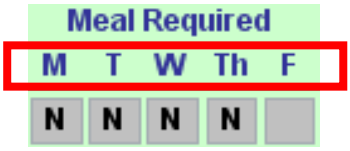
As stated, if the week that the database has been rolled forward to relates to a school holiday the '**Week Commencing**' date should be amended within the '**School Details**' screen, rather than rolling forward the database into week required. If there are pupils / adults with "**locked**" records then rolling forward the holiday weeks will cause charges to be added to their records for days that they are not present in school.

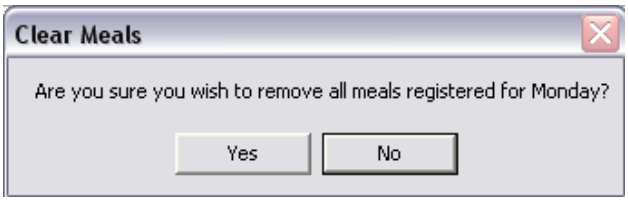
Locked Records Guidance

If there any pupils / adults that have been "**locked**" (see Sections 2, 3 and 4) please ensure that the following considerations are taken into account.

Bank Holidays: If the week that has been rolled forward into contains a bank holiday any meals registered for that day **must** be removed, as it may affect the carry forward figure if the pupil / adult is liable for the cost of the meal.

All meals, or milk / snacks, registered for any day can be cleared by double clicking the label at the top of the relevant screen for the day in question:



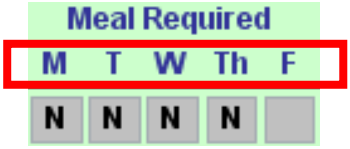


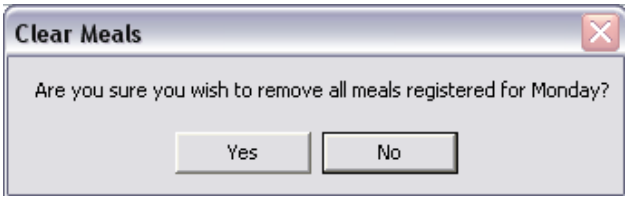
Click '**Yes**' to remove the meals / milk registered, or '**No**' to cancel.

Remember: When the Dinner Monies Database is rolled forward from the week containing the bank holiday the meals / milk for that day will need to be re-entered.

Shortened Weeks: If the week that has been rolled forward into is not a full 5 school day week holiday any meals registered for days that the school is closed **must** be removed, as it may affect the carry forward figure if the pupil / adult is liable for the cost of the meal.

All meals, or milk / snacks, registered for any day can be cleared by double clicking the label at the top of the relevant screen for the day in question:





Click '**Yes**' to remove the meals / milk registered, or '**No**' to cancel.

Remember: When the Dinner Monies Database is rolled forward from the shortened week the meals / milk for those days will need to be re-entered.

Absences: Meals must only be registered on days that a pupil / adult is present at the school to receive that meal / milk. If a meal has been carried forward from the previous week on a day that the pupil / adult is not present, e.g. through sickness, it must be removed from the relevant screen to ensure that any carry forward is accurate.

Remove the meal / milk registered from the relevant day for the required pupil / adult in the relevant screen. When the Dinner Monies Database is rolled forward again, this meal may need to be re-entered.

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v1.01

Dinner Monies Database User Guide

Section 8 – Backing Up and Upgrading

Backing Up

In the process of using the Dinner Monies Database two types of system generated backups will be created:

Daily Backups: Each time the Dinner Monies Database is closed, either from the '**Close Database**' button the **Main Menu**, or the '**Exit**' button within the '**Options**' toolbar, a backup of the data held within the database will be made. If the database is opened and closed several times during the day this backup file be overwritten.

This file will be saved within a "**Backups**" folder in the location that the Dinner Monies Database was installed to, with the filename "Dinners_Data_YYYY-MM-DD.mdb", where YYYY is the current year, MM is the current month and DD is the current day, for example:

Roll Forward Backups: Each time the roll forward process is performed a backup of the data held within the database at the time the 'Roll Forward' button is clicked will be made.

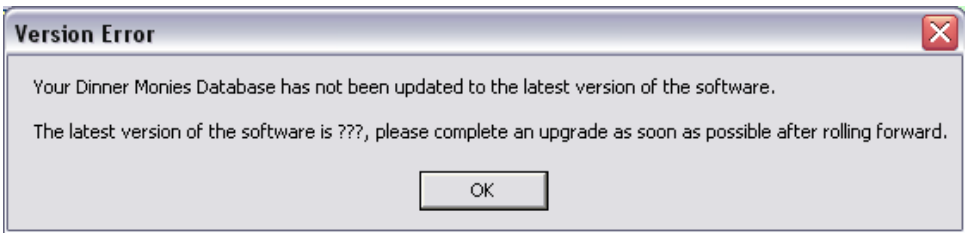
This file will be saved within a "**Backups**" folder in the location that the Dinner Monies Database was installed to, with the filename "Dinners_Data_RF_YYYY-MM-DD.mdb", where YYYY is the year of the current week commencing date, MM is the month of the current week commencing date and DD is the day of the current week commencing date, for example:

Backup Retention: To ensure that the location that the Dinner Monies Database was installed to is kept as small as possible any internal generated daily or roll forward backups are kept for 30 days. Each time the '**Roll Forward**' button is clicked any backup files found that are 30 days old, or older, will automatically be deleted.

User Backups: It is recommended that a copy of the **entire** folder that the Dinner Monies Database is made, either to a CD or USB memory stick, at regular intervals. If the school has an automated backup procedure the Diner Monies Database folder should be added to his procedure. Please speak to the schools ICT technician for further assistance.

Upgrading the Database

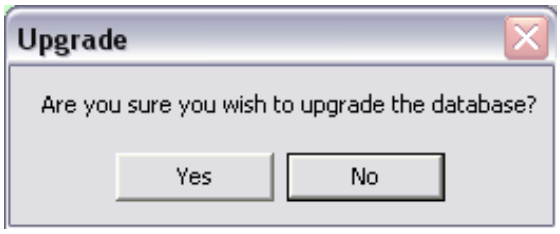
If an upgrade is required to the Dinner Monies Database a message will appear when the roll forward button is clicked:


Version Error
Your Dinner Monies Database has not been updated to the latest version of the software.
The latest version of the software is ???, please complete an upgrade as soon as possible after rolling forward.
OK

Click '**OK**' to this message. The roll forward process can still be performed however an upgrade should be carried out as soon as possible.

To perform the upgrade click the '**Upgrade**' button on the **Main Menu**.

You must ensure that only person is logged into the Dinner Monies Database before attempting the upgrade procedure.



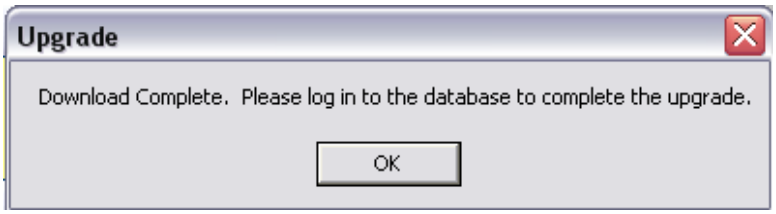
Click '**Yes**' to continue, or '**No**' to cancel.

If '**Yes**' is clicked the Dinner Monies Database will close.

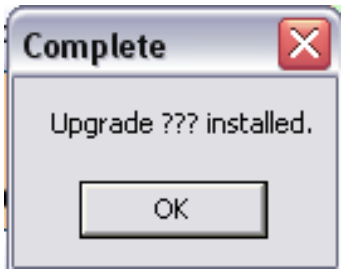
Upgrade
An upgrade is about to be completed. Please do not click OK unless the Dinner Monies Database has closed completely!
OK

Ensure that the Dinner Monies Database has closed completely, i.e. it cannot be seen within the Start Bar at the bottom of the screen, and then click '**OK**'.

The latest upgrade will then be downloaded from the Schools Finance website. Depending on the speed of you computer and internet connection this process could take several minutes. Please wait for the following message before attempting to log into the database again.

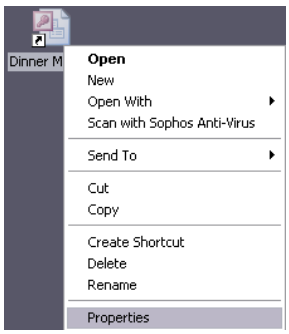


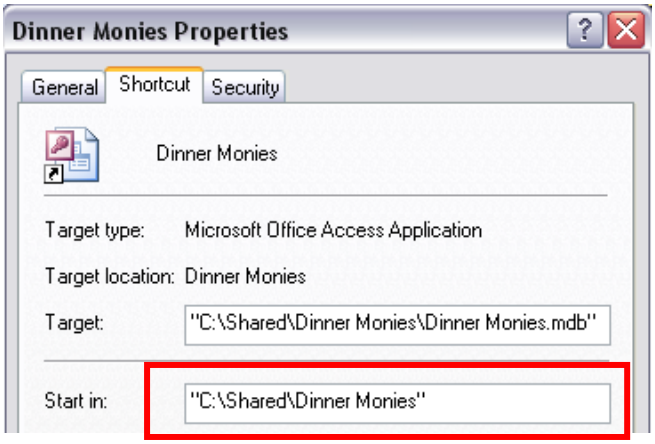
Click '**OK**' and log back into the database. A message box will appear confirming the upgrade that has just been completed:



Schools Finance
Dinner Monies Database User Guide
Appendix 1 – Installation Guide

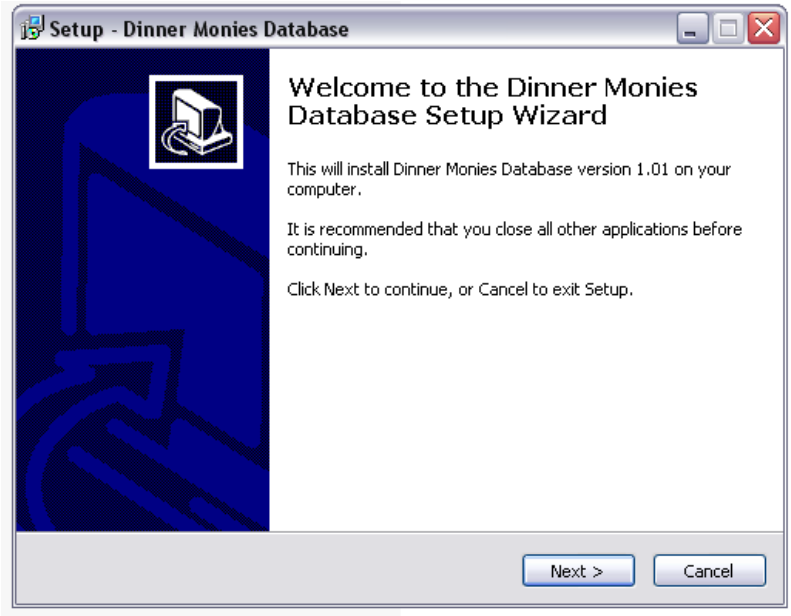
If your school utilised the previous version of Dinner Monies Database (version 2011.4) and you wish to install the new version to the same location you can determine the path required by **right clicking** on your existing shortcut and selecting '**Properties**'.





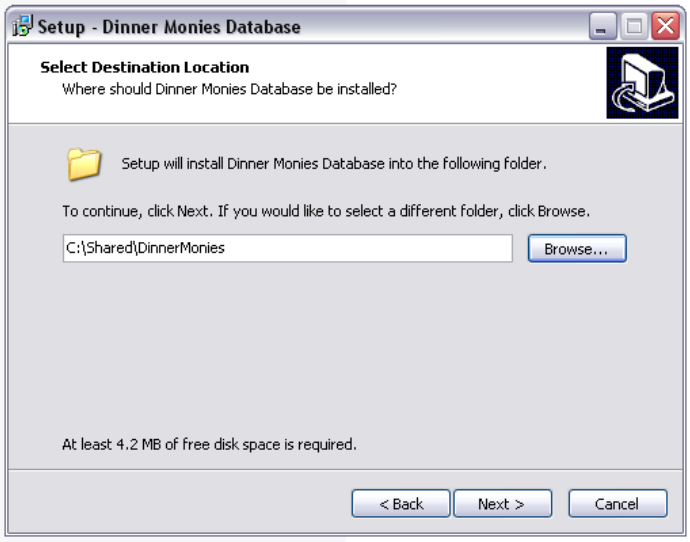
The location you require will be within the '**Start In**' field. Make a note of this location for later use.

To install the Dinner Monies Database click the link to the installation file emailed by Schools Finance.


Setup - Dinner Monies Database
Welcome to the Dinner Monies Database Setup Wizard
This will install Dinner Monies Database version 1.01 on your computer.
It is recommended that you close all other applications before continuing.
Click Next to continue, or Cancel to exit Setup.
Next >
Cancel

Click '**Next**'.

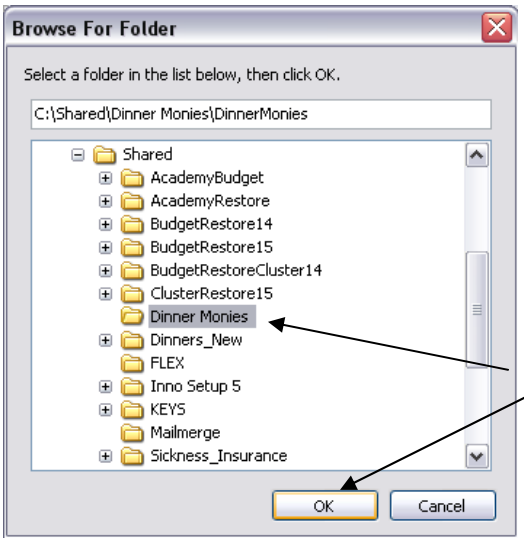
Schools Finance
Dinner Monies Database User Guide
Appendix 1 – Installation Guide


Setup - Dinner Monies Database
Select Destination Location
Where should Dinner Monies Database be installed?
Setup will install Dinner Monies Database into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
C:\Shared\DinnerMonies
Browse...
At least 4.2 MB of free disk space is required.
< Back
Next >
Cancel

The default installation path for the Dinner Monies Database is: "C:\Shared\DinnerMonies".

Click the '**Next**' button if you wish to accept this location.

If you wish to install the programme to a different location, e.g. the location of a pre-existing database, click the '**Browse**' button.

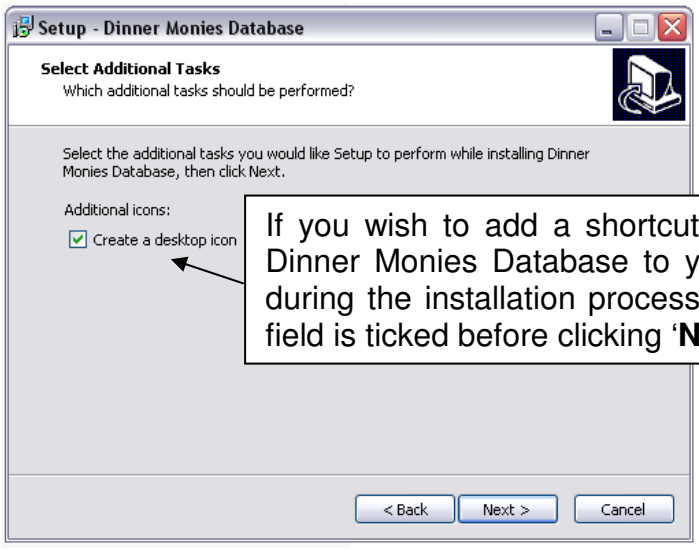


Highlight the folder you wish to install the Dinner Monies Database to, and then click '**OK**'.

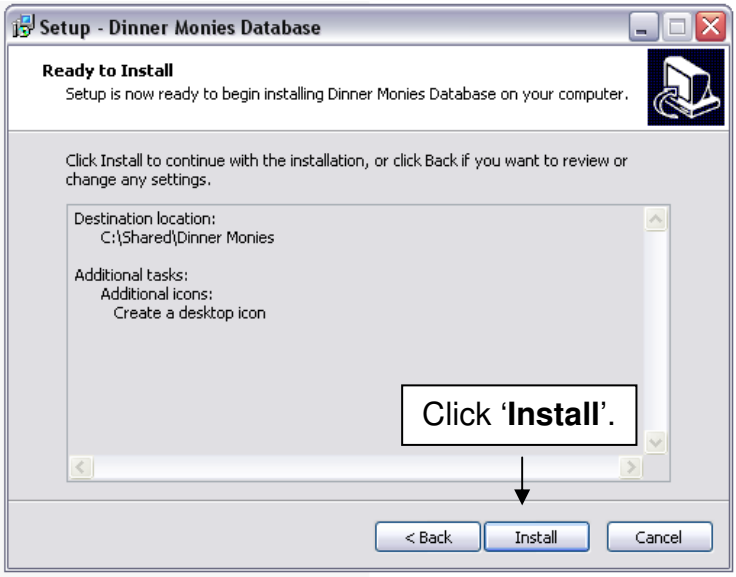
Click '**Yes**'.

Please Note: The installation process automatically adds "**DinnerMonies**" to the end of any location browsed in above. Please manually delete this folder extension from the installation path before clicking '**Next**' if this is not required.

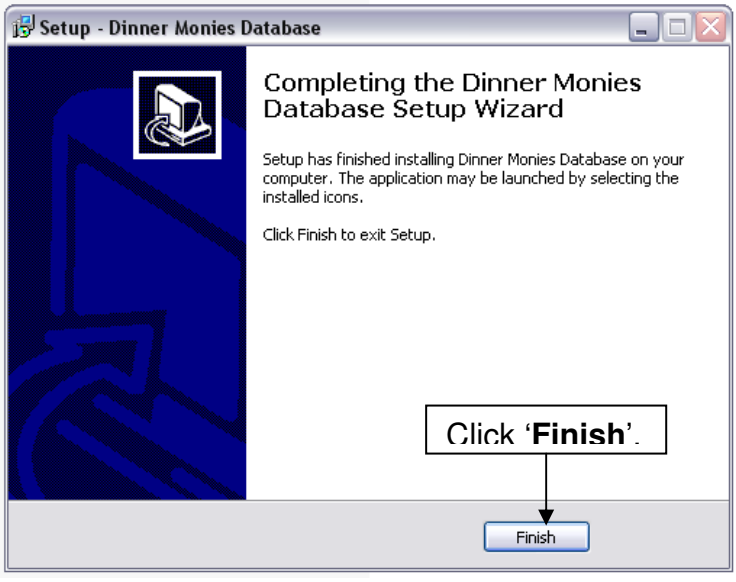
Schools Finance
Dinner Monies Database User Guide
Appendix 1 – Installation Guide


Setup - Dinner Monies Database
Select Additional Tasks
Which additional tasks should be performed?
Select the additional tasks you would like Setup to perform while installing Dinner Monies Database, then click Next.
Additional icons:
Create a desktop icon
< Back
Next >
Cancel

If you wish to add a shortcut to the new Dinner Monies Database to your desktop during the installation process ensure this field is ticked before clicking '**Next**'.


Setup - Dinner Monies Database
Ready to Install
Setup is now ready to begin installing Dinner Monies Database on your computer.
Click Install to continue with the installation, or click Back if you want to review or change any settings.
Destination location:
C:\Shared\Dinner Monies
Additional tasks:
Additional icons:
Create a desktop icon
< Back
Install
Cancel

Click '**Install**'.

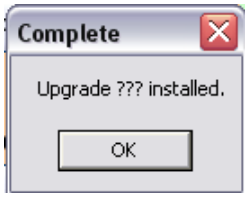

Setup - Dinner Monies Database
Completing the Dinner Monies Database Setup Wizard
Setup has finished installing Dinner Monies Database on your computer. The application may be launched by selecting the installed icons.
Click Finish to exit Setup.
Finish

Click '**Finish**'.

Schools Finance
Dinner Monies Database User Guide
Appendix 1 – Installation Guide

If the option to create a shortcut was selected during the installation process a '**Dinner Monies Database**' shortcut should be present on the desktop. Double click this shortcut to open the programme.

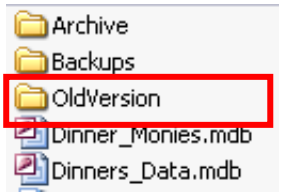
The password for the Dinner Monies Database is: **dinners**



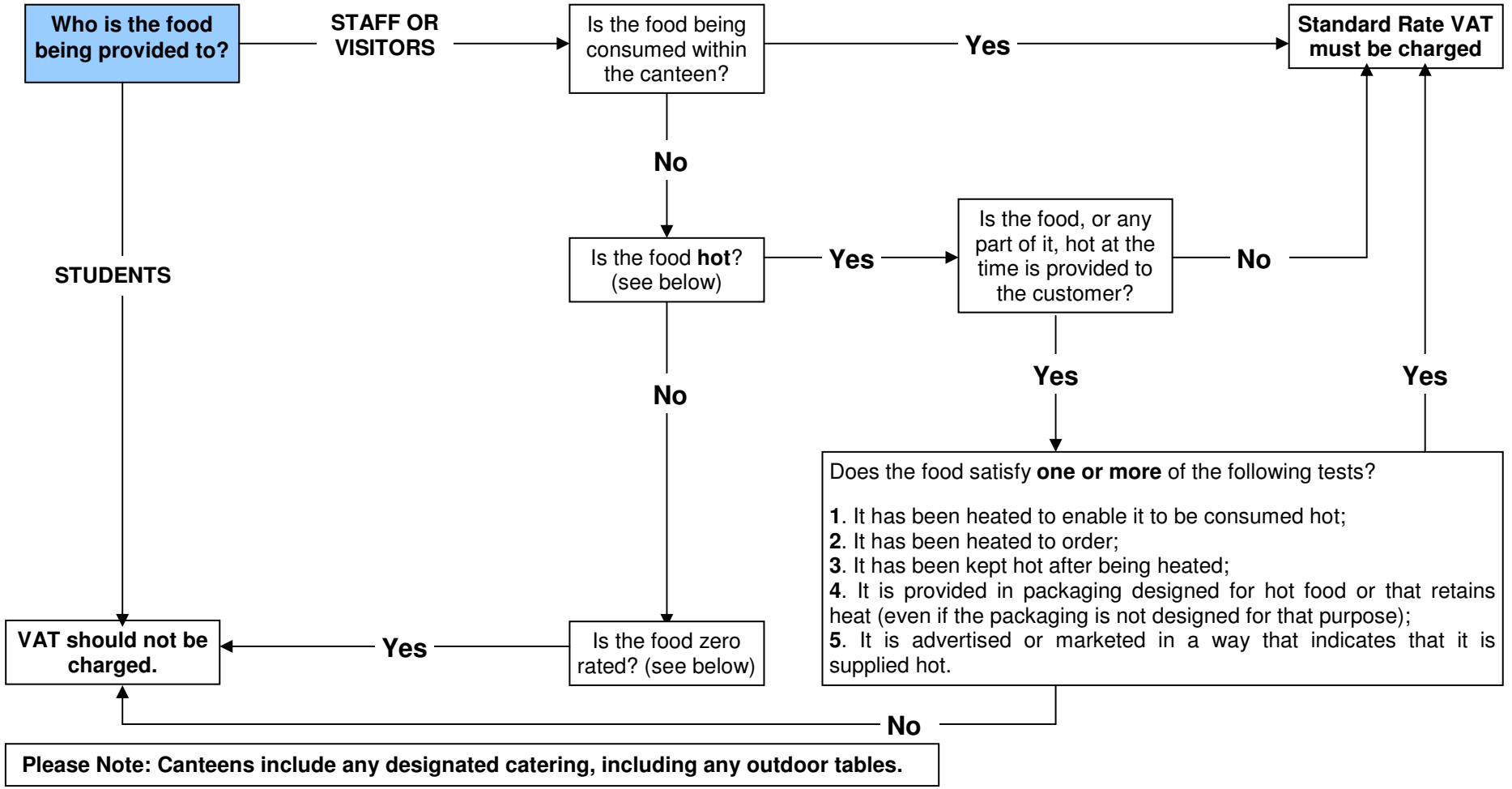
A message confirming the version number of the Dinner Monies Database that has been installed will appear. Click '**OK**'.

Once installed please follow the instructions provided in Section 1 of the User Guide to complete the set up of the Dinner Monies Database.

Please Note: To avoid confusion, if the Dinner Monies Database is installed to the same location as the previous version of the Dinner Monies Database all files and folders relating to the prior version will be moved to an "**OldVersion**" folder as part of the installation process.



Schools Finance
Dinner Monies Database User Guide
Appendix 2 - Should I Charge VAT for School Meals


Who is the food being provided to?
STAFF OR VISITORS
Is the food being consumed within the canteen?
Yes
Standard Rate VAT must be charged
No
STUDENTS
Is the food hot? (see below)
Yes
Is the food, or any part of it, hot at the time is provided to the customer?
No
Yes
Yes
No
Does the food satisfy one or more of the following tests?
1. It has been heated to enable it to be consumed hot;
2. It has been heated to order;
3. It has been kept hot after being heated;
4. It is provided in packaging designed for hot food or that retains heat (even if the packaging is not designed for that purpose);
5. It is advertised or marketed in a way that indicates that it is supplied hot.
VAT should not be charged.
Yes
Is the food zero rated? (see below)
No

Please Note: Canteens include any designated catering, including any outdoor tables.

The above flowchart relates only to the sale of meals provided during the school lunch hour. Please refer to VAT Manual for Schools for further guidance if required.

Adults Meals: If a 'Conventional' Adult Meal is purchased (i.e. a two course meal) both courses are treated as VATable even if the desert is a cold item (for example Cakes).

Schools Finance
Dinner Monies Database User Guide
Appendix 2 - Should I Charge VAT for School Meals

COLD ITEMS		
Food	Baguettes (cold filling)	Zero
Food	Biscuits (chocolate)	Standard
Food	Biscuits (no chocolate)	Zero
Food	Bread	Zero
Food	Bread roll (incl. butter if required)	Zero
Food	Butter	Zero
Food	Cakes	Zero
Food	Egg (hard boiled)	Zero
Food	Filled Roll	Zero
Food	Fruit	Zero
Food	Fruit (dried)	Standard
Food	Fruit bags	Zero
Food	Fruit platters	Zero
Food	Fruitshoot	Zero
Food	Rolls	Zero
Food	Salad	Zero
Food	Salad Potatoes	Zero
Food	Sandwiches	Zero
Food	Sauce	Zero
Food	Scones	Zero
Food	Wraps	Zero
Food	Yoghurt	Zero
Drink	Britvic can	Standard
Drink	Calypso (various)	Standard
Drink	Milk	Zero
Drink	Oranka	Standard
Drink	Slush	Standard
Drink	Tropicana	Standard
Drink	Water (bottle)	Standard

HOT ITEMS		
Food	Bacon muffin	Standard
Food	Bacon roll	Standard
Food	Baguettes (hot filling)	Standard
Food	Baked Beans	Standard
Food	Beef burger	Standard
Food	Cheese on toast	Standard
Food	Chips	Standard
Food	Curry	Standard
Food	Garlic bread	Standard
Food	Hot Dog	Standard
Food	Jacket Potatoes	Standard
Food	Main meal	Standard
Food	Pasta	Standard
Food	Pizza	Standard
Food	Potatoes	Standard
Food	Roast meal	Standard
Food	Sausage	Standard
Food	Sausage roll	Standard
Food	Soup	Standard
Food	Spaghetti	Standard
Food	Sweet (pudding hot)	Standard
Food	Toast (hot topping)	Standard
Food	Toasted sandwich	Standard
Food	Vegetables	Standard

Schools Finance
Dinner Monies Database User Guide
Appendix 2 - Should I Charge VAT for School Meals

Food – Standard or Zero Rated?

This is not an exhaustive list, it does try to cover the majority of items that are either standard-rated or zero-rated by a school, please contact the County Council's Tax Accountant on 01603 223177 if you feel anything else should be included.

Standard Rated	Zero Rated
Catering	
All **hot** food (whether eat-in and takeaway)	**Cold** takeaway food where zero rated (see above)
All **hot** and **cold** food eaten on caterer's premises (e.g. in café)	
Cold takeaway food where standard rated (see above)	
Confectionery	
Chocolate	Cakes (inc. chocolate covered)
Cereal bars	Flapjacks
Chewing/bubble gum	Chocolate crispcakes
Jelly confectionery	Caramel shortbread
Dry fruit confectionery	Toffee apples
Crystallised fruits	Marshmallow teacakes
Marshmallows	Baking ingredients inc. cooking chocolate
Biscuits	
Chocolate covered biscuits (wholly or partly covered)	Plain biscuits
	Bourbon creams
	Gingerbread men (even with chocolate eyes)
	Caramel covered biscuits
	Jaffa cakes
Savouries	
Potato crisps	Breadsticks
Pringles	Tortilla chips
Prawn crackers	Bagel chips
Flavoured rice cakes	Twiglets
Roasted / salted nuts	Doritos
Beverages	
Hot drinks	Milk drinks
Fruit juices and cordials	Milkshakes
Bottled drinking water	Cooking ingredients: Tea bags, Coffee powder, Cocoa, hot chocolate powder etc
Flavoured soya, coconut milk	
Sports drinks	
Alcoholic drinks	
Carbonated drinks	
Other soft drinks (e.g. tea based)	

Schools Finance
Dinner Monies Database User Guide
Appendix 3 – VAT Manual Extract

The following is an extract of the catering section of the VAT Manual for Schools 2014.

4.5 School Meals

4.5.1 Introduction
Schools should charge VAT on all taxable sales made through their delegated budgets. Any income from sales of goods originally purchased from delegated budgets should be paid into the delegated budget.

4.5.2 Charging VAT
Whoever supplies the meals to the school the rules for charging VAT to staff and pupils are the same:

Suppliers
The school can recover all VAT charged by suppliers (e.g. NCS, other external catering providers). Sales between Norfolk County Council schools are all outside the scope of VAT.

Sales to staff and visitors – VATable catering supplies
VAT must be charged by the school for all hot meals or snacks sold to staff and visitors wherever they are eaten, and sandwiches (or other cold snacks) if eaten in the dining hall. Further clarification regarding hot takeaway food can be found in Appendix 2.

Sales to staff and visitors – cold takeaway food
Cold snacks purchased by staff which are eaten elsewhere e.g. the staff room may be zero if they fall within that category – see Appendix 2.

Sales to students
These are outside the scope of VAT.

Duty meals
The school can recover VAT on the costs of duty meals. There is no VAT chargeable on free meals as there is no income, but any income from duty meals sold is subject to VAT.

4.5.3 Accounting for VAT and VAT estimation
VAT must be accounted for on staff and visitor catering income when entering the transaction on the school's accounting system (e.g. Star Accounts) or when forwarding income to County Hall.

Where the income relating to staff or visitors cannot be clearly identified from e.g. till rolls, the school should make an estimate based on a sample observation, and account for VAT accordingly. Any estimation used should be confirmed annually, and supporting records and documents retained for six years.

4.5.4 Vending machines and tuck shops

As long as sales are "at or below cost", the VAT rules are as above. One exception would be sales to pupils after school hours which would come under the rules shown above for sales to staff and visitors unless clearly operating as part of an extended schools programme, in which case the rules for cold takeaway food would apply.

4.5.5 Purchases of food and drink

Schools may reclaim VAT on brought in catering supplies. This includes food and drink which is incidental to the supply of education (i.e. for classroom use) and for "entertainment" such as parents evenings and governor's meetings.

4.5.6 Foods – taxable or zero-rated?

"Taxable Foods" include ice cream, ice lollies and similar frozen products; Chocolates, sweets and similar confectionery; chocolate biscuits and similar products; soft drinks; potato crisps, pop corn and similar savoury products; salted and roasted nuts. This list is not exhaustive – however, the VAT treatment of a product by the school's VAT registered suppliers will be a good guide.

4.5.7 Catering – VAT definitions

"*At or below cost*": Cost is the full cost, including overheads, of providing the catering to pupils. This includes overheads such as premises costs, administration and finance, staff wages and the purchase of food itself.
"***Catering***": Catering is not defined, but includes supplies which are:

- in the normal meaning of catering
- for on-premises consumption (premises being canteen areas, including associated outside seating areas, but not the whole school or
- Hot take away food.